



<b>Title:</b> Director of Development	<b>Reports to:</b> CEO
<b>FLSA Status:</b> Exempt	<b>Location:</b> 4040 Moorpark Ave., Suite 100, San Jose, CA 95117
<p><b>Job Summary:</b> The Director of Development will be responsible for Healthier Kids Foundation’s grant and contract management and development, fundraising events, donor reporting, donor requests, maintaining relationships with key stakeholders in and around Santa Clara County, Events &amp; Awareness staffing, and implementation of new fundraising strategies in line with strategic plan.</p>	
<p><b><u>Essential Functions &amp; Position Responsibilities:</u></b></p>	
<p><b>Management of Funding Sources</b></p>	
<ul style="list-style-type: none"> <li>• Identify, research, and solicit new potential Government, Corporate, Foundation, and Family Foundation funders interested in the Healthier Kids Foundation’s programs and matching strategic plan requirements. Planning is done in collaboration with the CEO and VP of Finance.</li> <li>• Create a plan to work with districts to develop fee for service funding model or identify and secure funding sources for specific districts.</li> <li>• Oversee active Grants and Contracts, including reporting, scheduling, and application for funding.</li> <li>• Actively work and communicate with Program Leadership to ensure all funder requirements are being monitored and met.</li> <li>• Utilize Salesforce to update grant and contract proposals and grant status.</li> <li>• Work closely and collaborate with the VP of Finance on financial reporting to funders and budget development for proposals/applications.</li> </ul>	
<p><b>Relationship Management and Marketing</b></p>	
<ul style="list-style-type: none"> <li>• Manage relationships with key stakeholders within Santa Clara County that relate to current and potential funding opportunities.</li> <li>• Manage relationships with current and new foundation, corporate, and individual donors.</li> <li>• Maintain the organization’s account with various government bid websites and other online funding services and monitor for funding opportunities related to the organization’s mission.</li> <li>• Develop and implement a strategy for increasing individual recurring monthly giving.</li> <li>• Stay apprised of current activities and changes within the Healthier Kids Foundation’s sphere of influence that may impact fundraising.</li> <li>• Develop, lead, and is responsible for all literature development and branding collateral: print, website, social media accounts, brochures, annual reports, etc.</li> <li>• Acts as a spokesperson for the organization and represents Healthier Kids Foundation externally to funders, partners, government officials and government agencies.</li> <li>• Prepares reports, public comments and testimony; conducts briefings for public officials.</li> </ul>	

## **Fundraising Events**

- Manage the fundraising events calendar to best support needs of HKF and attend all fundraising events.
- Manage the Events & Awareness Coordinator, who oversees the Healthier Kids Foundation annual fundraising events.

## **Minimum Requirements:**

- 3+ years of direct non-profit development and fundraising or government relations experience.
- 2+ years of event planning experience.
- 2+ years of grant management experience.
- Bachelor's degree, plus professional training in fundraising practices.
- Excellent judgment, time management, organizational, interpersonal communication, writing, and customer service skills.
- Strong project management skills with demonstrated ability to plan projects, communicate with stakeholders, complete work with minimal supervision, and meet project deadlines.
- Knowledge of donor management and stewardship principles.
- Proficient in Microsoft Office Software.
- A positive, can-do attitude and desire to help the community.
- Experience with Salesforce donor management software is a plus.
- Will be required to work occasional evenings and weekends.

Hiring Salary Range: \$95,000 - \$115,000 per year, dependent on experience and qualifications.

Healthier Kids Foundation's generous benefits include medical, dental, vision, life insurance, and FAS. 15 paid holidays, 15 days of PTO (increases after 2 years and 5 years), 403b retirement plan with up to 4% company match, Employee Assistance Program, training, and other professional development opportunities.

*The above statements are intended to describe the general nature and level of work being performed by the people assigned to this job. They are not intended to be construed as an exhaustive list of all job responsibilities.*

## **Physical Requirements & Work Environment:**

The physical demands described here are representative of those that must be met to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, frequently required to work standing for prolonged periods. Regularly required to stand, walk, and reach with hands and arms. Must frequently lift and/or move up to 40 pounds. Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday.

Frequent speaking, listening using a headset, use of hands/fingers across keyboard or mouse, long periods working at a computer.

