

Position: Development Director – Foster City Village

Foster City Village is seeking a dynamic, motivated Development Director to play a pivotal role in our small but growing, spirited and highly successful organization. We are looking for a self-motivated individual who will help secure our financial sustainability and lead programs for an improved quality of life for older adults, enabling healthier aging for them and peace of mind for their families.

This is a part-time (20 hours/week), exempt position with a flexible and hybrid work schedule (remote & in-office work.) Occasional meetings and events will require attendance during the daytime, evenings, and/or weekends.

The Organization

We are a 501(c)(3) non-profit corporation in its ninth year of operation serving Foster City and the Mariners Island area of San Mateo. We provide services to help older adults 50 years+ joyfully age in their homes, enjoying social connections, educational opportunities and the highest possible quality of life.

The Position

The Development Director (DD) is directly responsible for fundraising grants and program management of new and existing grants.

The DD is directly accountable to the Board of Directors. The position requires collaboration with Committee Leads in the area of funding and outreach, and is supported by Office Staff and volunteers in the area of activities and outreach.

Responsibilities

1. Fund development: Planning, budgeting and fundraising (50%)

- Develop and execute an annual fundraising plan in accordance with long term organizational strategies including funding diversification and expansion
- Develop budget guidelines in collaboration with the Treasurer, and ensure accurate and timely financial accounting and reporting
- Build relationships and secure financial support from individuals, foundations and corporations
- Develop and submit all grant proposals and grantee reports.
- Oversee organization fundraising events and related marketing

2. Activities - Programs, Services and Events (35%)

- Develop and implement programs and activities working collaboratively with committee leads
- Negotiate and manage activity contracts with transparency to the Board of Directors regarding contacts and agreements, while operating with the highest integrity

3. Outreach - (15%)

- Devise and execute a communications plan for individual donors, funders and partners
- Provide input into online and print marketing: web, social media, newsletter, etc.
- Act as a liaison with existing and potential community partners

Candidate Profile

- Grant development, fundraising, and donor relations skills
- Experience in financial management and budgeting
- Strong, persuasive written and oral communication skills
- Commitment to developing innovative quality programs and activities
- Ability to work with volunteers, staff and Board of Directors
- Proficiency with MS Office, Apple, and social media platforms

Education & Experience Profile

- Grant writing for non-profit organizations with supporting references required
- Undergraduate degree (B.S./B.A.) preferred
- Experience working with and supporting older adults a plus

Foster City Village provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

TO APPLY:

Please email, as a single .pdf file, the following:

- Cover letter addressing the position requirements and your salary requirements
- Resume/CV
- Contact information for three references.

Email To: p.frisella@comcast.net

Include in the subject line: FCV DD – Your name

Deadline to Apply: Open until filled