



POSITION TITLE: Director of Development

REPORTS TO: Executive Director

HOURS: 30 hours per week, part time

SALARY: \$65,000 - \$85,000 based on experience and qualifications, benefited position, non-exempt.

WMSS is a nonprofit organization in West Marin serving seniors living in Pt. Reyes, Bolinas, Stinson Beach, Nicasio, Tomales, Marshall, and Dillon Beach. Services include Case Management, Home Delivered Meals, Community Education and an 8 bed Residential Care Facility. Come join a dedicated team who provide customized care for older adults who wish to spend their final years in community, with dignity and safety.

Principal Responsibilities

The Director of Development provides the leadership, strategic direction, management and coordination for expanding WMSS's fundraising efforts.

Reporting to the Executive Director, the Director of Development creates and implements fundraising strategies that increase the organization's support from individuals, small businesses, corporations, local government agencies, and foundations, with a special emphasis on developing individual donors and finding new foundation support. The Director of Development plays a key role in identifying, cultivating, and soliciting major donors and works in close collaboration with other staff and volunteer leaders.

The Director of Development manages part-time staff in the development department, currently a database and grants coordinator. This position oversees the contracts of vendors that provide services in the areas of grant writing and reporting, direct mail, and events planning.

Ongoing Responsibilities

- Serve as a member of WMSS's senior management team
- Work closely with the Board of Directors and other volunteers to engage and assist them in fulfilling their fundraising responsibilities
- Coordinate with other facets of the organization, particularly Communications and Finance
- Prepare annual fundraising goals and plans with the Executive Director
- Maintain, evaluate, and create protocols and systems to support development activities and operations, including gift record-keeping, databases, gift processing and acknowledgment
- Oversee design, production and distribution of development materials
- Write and prepare fundraising letters, materials and online campaigns

- Maintain a proactive leadership role in the identification, cultivation, and solicitation of individual, foundation, and corporate contributions
- Oversee grant writing, research, and reporting to funders
- Manage the development department in a fiscally sound manner; supervise, motivate and train staff; ensure that appropriate systems and procedures are in place to support future fundraising goals; identify and develop professional growth opportunities for development staff

Professional Experience

- At least five years of proven experience managing a complex fundraising program, with extensive major gifts expertise
- A record of measurable results in organizing and implementing activities for: major gifts, endowment, online fundraising campaigns, annual funds, corporate and foundation giving, direct mail, planned giving, and special events
- Demonstrated ability to work effectively with and gain the respect and support of Board and staff, donors, and funders
- Track record as an effective communicator in writing and speaking
- Strong technology skills: must be proficient in Excel, donor databases, and preferably in social media and online fundraising

Personal Qualities

- Commitment to WMSS' mission with some knowledge of aging communities
- A strategist who is able to balance multiple competing priorities
- A team builder with strong skills in management and leadership
- A catalyst who can create excitement around WMSS' programs; persuasive and persistent in the pursuit of fundraising goals
- Straightforward and self-possessed; shares information readily, listens and is diplomatic

Salary and Benefits

- This is a part-time 30 hour/week position. Currently the home and office workplace ratio is somewhat flexible. Salary is competitive and commensurate with experience within the range of \$65,000 to \$85,000.
- Excellent employer paid benefits include medical coverage for staff members and their dependents and domestic partners; 13 paid holidays and vacation. A retirement program will be in place in 2022.

Application

Email your resume with a letter of interest to communications@WMSS.org
Include "Director of Development Search" in the subject line.

All applications are reviewed and acted upon when received.

WMSS advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, and any other basis prohibited by law. The organization also provides reasonable accommodations for qualified applicants and employees with disabilities.