



JOB DESCRIPTION

SENIOR DIRECTOR OF DEVELOPMENT,
WESTERN REGION
CARE

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH
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Greenbrae, CA 94904

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ABOUT CARE

CARE, a leading global humanitarian organization, is growing its fundraising team in the San Francisco Bay Area. The Senior Director of Development will be responsible for building financial support for CARE by soliciting major gifts and other funding from supporters throughout Northern California and the Pacific Northwest.

Care seeks a world of hope, tolerance and social justice, where poverty has been overcome and all people live in dignity and security.

CARE's Mission

CARE works around the globe to save lives, defeat poverty and achieve social justice.

CARE's Focus

CARE puts women and girls in the center because they know that we cannot overcome poverty until all people have equal rights and opportunities.

Our Values

Transformation

We believe in urgent action, innovation, and the necessity of transformation—within the world and our own organization.

Integrity

We are accountable to the people and partners we humbly serve, transparently sharing our results, stories and lessons.

Diversity

We know that by embracing differences, actively including a variety of voices, and joining together we can solve the world's most complex problems.

Excellence

We challenge ourselves to the highest level of learning and performance, tapping the best of the human spirit to create impact.

Equality

We believe in the equal value of every human being and the importance of respecting and honoring each individual; we know that change happens through people.

For more information, please visit <https://www.care.org>

POSITION OVERVIEW

The Senior Director will help increase CARE's visibility in the region and communicate CARE's work to existing and prospective supporters, managing a portfolio of prospects and donors in the Northwest, raising approximately \$2-3 Million annually. This position requires an estimated 30% travel to meet with donors, which includes approximately twice-annual travel to CARE HQ. Some international travel may be required.

REPORTING RELATIONSHIPS

The position reports to the Executive Director for the Western Region and is based in CARE's San Francisco office.

PRIMARY RESPONSIBILITIES

- Build financial support for CARE by managing and building a portfolio of approximately 125 donors and prospects located primarily in Northern California and the Pacific Northwest. Initial portfolio goals will include raising approximately \$2-3 million annually.
- Develop annual communication, cultivation, and solicitation plans for the major donor base, including new strategies to increase giving from the current major donor pool and to increase the number of major donors.
- Ensure that all major donors receive appropriate, consistent engagement/acknowledgment and an accounting of the impact that their gift has on community needs annually.
- Stay informed and knowledgeable about planned giving options for donors to CARE. With the Senior Planned Giving Officer, work to grow and steward donors, who have made or plan to make bequest, legacy, or estate gifts to CARE.
- In collaboration with the Executive Director, develop and implement strategies for increasing CARE's visibility in the region.
- Plan and execute a minimum of 3 small to medium donor cultivation events per year, including cultivating hosts, managing external speaker and topic, invitation creation and dissemination, onsite event management, and follow up.
- Oversee and support the new San Francisco Bay Area Committee for CARE, including organizing committee meetings, program briefings, and cultivation events.
- Establish and maintain strategic relationships with colleagues across CARE. Engage Program staff in donor outreach and provide mentorship on donor cultivation to them as needed. Collaborate as needed with the Finance team and Grants Administration team on restricted gifts, planned gifts, and special appeals.
- Ensure donor and prospect data is properly recorded in the database and that all donor information is maintained with respect to confidentiality. Provide timely and accurate reports to senior leadership on all fundraising activities.
- Perform other duties as related or assigned, including special projects and possible management of volunteers, interns, and other development staff.

QUALIFICATIONS

- Minimum of 5-8 years professional experience in nonprofit fundraising or external relations with experience in major gifts
- Proven ability to build strong relationships with a variety of constituents and strong working relationships with high net worth individuals as well as the ability to increase donor giving and a successful track record of raising five and six-figure gifts and planned gifts
- Strong creative thinking capability to develop engagement strategies with maximum impact and strong background and experience in special event fundraising with a successful track record of using events to attract and maintain donors
- Knowledge of and familiarity with the Bay Area/Silicon Valley philanthropic community required
- Bachelor's degree required; master's degree preferred
- Proficiency with Salesforce or other web-based CRM software a plus
- International experience is preferred
- Be comfortable working independent and navigating complex systems remotely
- Outstanding verbal and written communication skills
- Flexible and comfortable in a fast-paced environment, with excellent follow through
- Entrepreneurial spirit, with the enthusiasm and energy to implement new strategies and meet ambitious goals

- Passion and commitment to CARE's mission and values
- Flexibility to travel within Northern California and the Pacific Northwest to visit donors, program sites, and other stakeholders as needed, and one-two times per year to CARE headquarters in Atlanta, GA
- Flexibility to travel to international program sites (on average, once per year)

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

CARE is an Equal Opportunity Employer.