



Part -Time Director of Development Job Description

About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because kids deserve to be kids!
- 2) High school internships focused on professional and leadership development opportunities. This internship breaks out into two cohorts. The first focused on food justice, ecology, and gardening. The second focused on youth development by partnering with our after-school programs.

Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

Specific Duties & responsibilities

- Develop and grow Oakland Leaf's current donor base in the Bay Area
- Help identify and develop new corporate and foundation funding opportunities
- Cultivate and maintain effective relationships with new and existing individual, major donor, corporate, and foundation funders
- Develop appropriate cultivation strategies for new and existing donors
- Oversee Development Managers' cultivation and relationship maintenance with new and existing corporate and foundation funders
- Provide strategy and guidance to Development Manager for grant writing and tracking grant proposals and reports
- Manage the annual fundraising events (including Gala) in collaboration with the Communications & Events Manager, Board Members, and Executive Director
- Develop and manage annual Development Department budget including monitoring expenses
- Create and implement annual fundraising plan with the support of Executive Director including monitoring progress towards goal



- Provide strategy and guidance to Communications & Event Manager for fundraising-related marketing collateral and materials as well as website and social media content
- Create and implement fundraising systems and procedures
- Other duties as assigned by the Executive Director

Your Legacy

- The opportunity to strengthen Oakland Leaf's fundraising department infrastructure
- Serve as the leader for Oakland Leaf's fundraising strategy by planning, executing, and managing it
- Learn, teach and grow to elevate your career simultaneously strengthening the organization's capacity
- Help the organization live and breathe it's core values

Skills & Qualifications

- Passion for innovation and excellence in social and restorative justice, youth development, and out-of school time programming
- Continuous learner
- Ability to work independently but also in a team setting, reliable, takes initiative, creative, and problem solves
- Enjoys networking and public speaking
- Experience cultivating major donor pipeline, foundations, and corporations
- Experience in planning and managing appeals and fundraiser events
- Strong attention to detail throughout all aspects of their work
- Strong organization, time management, and prioritization skills
- A strong work ethic, with a desire to go above and beyond standard expectations
- Exceptional judgment, including a high level of discretion when handling confidential materials
- Excellent interpersonal and communication (written and oral) skills
- Ability to effectively simultaneously manage multiple projects
- Strong proficiency with database software (Salesforce, Raiser's Edge, etc.)

Education & Experience

- Minimum of 3 years of direct experience as an Associate Director of Development with increasing responsibility or 2+ Director of Development with fundraising in nonprofit experience
- The ideal candidate will have experience in fund development including cultivating, stewarding, and soliciting gifts \$2,500 and above

Working conditions/physical demands

- 0.50 FTE position
- Normal office conditions
- Required to work some nights for events and board meetings
- Must be able to lift up to 25lb

Oakland Leaf is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law