



DEVELOPMENT DIRECTOR

California Child Care Resource & Referral Network
San Francisco, California

ABOUT THE NETWORK

Since 1980, the California Child Care Resource & Referral Network (Network) has created a statewide system of innovative programs and advocacy focused on increasing the availability, quality, and affordability of child care. With 58 member agencies located throughout the state, the Network maintains a solid focus on the importance of families and the community resources that are needed to support them. The Network is a progressive, private non-profit membership organization based in San Francisco with satellite offices in Los Angeles, Chico, Hanford, and Sacramento. The current operating budget is over 3 million dollars, with support from major public institutions, private foundations, and dues from members. Currently, government funding represents approximately 60% of the budget.

Through research, training, policy analysis, and advocacy the Network remains at the forefront of state and national efforts to create, improve, and expand a quality child care system that supports the diversity of families and children in all communities. The Network has a long history of strong relations with several large foundations and with the California Department of Education, Child Development Division. For more information about the Network, please view the Web site at <http://www.rrnetwork.org>.

JOB DESCRIPTION

The Network is seeking a dynamic and talented individual for a new role in the organization: Development Director. The Development Director will work closely with the Executive Director and Board of Directors to design and lead an invigorated, expanded, and strategic fundraising effort that will help to sustain the Network's efforts, support its goals, and maintain its role as a respected leader in the child care field. The Development Director's responsibilities will include, but not be limited to:

- Working closely with Program Managers to develop funding strategies and priorities that support their program goals
- Developing, managing, implementing, and evaluating an annual fundraising plan for the Network as a whole, especially as it relates to the organizational and program goals set in the most recent strategic plan
- Identifying, cultivating, and soliciting new and expanded individual, foundation and corporate contributions

- Preparing, writing, and submitting progress and final reports to private foundations, corporations and public agencies
- Monitoring grant proposal due dates and keeping accurate calendar for existing and proposed submittals of proposals and related reports
- Developing and managing a database of donors, prospects, and contacts to ensure accurate documentation of development activities
- Assessing the need for outreach and coordinating the development of marketing materials to support fundraising efforts
- Coordinating special events

SKILLS AND EXPERIENCE

- Minimum 5-10 years of documented experience managing a successful fundraising program in a non-profit organization with a record of measurable results
- A successful track record of personally identifying, cultivating and soliciting corporations, foundations, and individual donors for support
- Evidence of maintaining relationships with key funders and donors
- Exceptional writing and communication skills with a capacity to understand and effectively communicate the Network's mission and programs to varied audiences
- Ability to work effectively with diverse constituencies including board and staff, member agencies, donors, foundations, and policy leaders in the field
- Flexibility and resourcefulness, with the ability to anticipate, recognize, and act quickly on events and opportunities that can support the Network's goals
- Ability to effectively manage multiple tasks and priorities to conclusion
- Commitment to thoroughness and accuracy in all work
- Enthusiasm for working collaboratively in a team environment
- Current knowledge and understanding of best practices in fund development on the state, regional and national level
- Interest, passion, and enthusiasm for children and family issues
- BA minimum, graduate degree or equivalent work experience beyond BA/BS preferred

COMPENSATION AND BENEFITS

Competitive salary to be determined, depending on experience. Comprehensive benefits package included.

START DATE: ASAP

APPLICATION PROCESS

Please send a cover letter and resume to: CCCR&RN, 111 New Montgomery St., 7th Floor, San Francisco, CA 94105, Attn: Sarah Moore, Executive Assistant. Or fax to: 415-882-6233. Or email to sarah@rrnetwork.org. Candidates chosen for interviews will be required to submit a completed application form prior to interview. The application form can be obtained from the Network's Web site at www.rrnetwork.org.

California Child Care Resource and Referral Network is an Equal Opportunity Employer.