



of Greater Santa Barbara

Girls Inc. of Greater Santa Barbara

Job Title: Director of Development

Status: Full-Time, Exempt

Reports to: Executive Director

Salary: \$110,000 - \$125,000 annually, DOE

Benefits: Health, dental, vision, life, 403(b) retirement plan, vacation, and sick time.

Position Summary:

The Director of Development is responsible for planning, managing, and executing the development program for Girls Inc. of Greater Santa Barbara. This includes overseeing major gifts, planned giving, annual fund campaigns, grant writing, corporate sponsorships, special events, donor stewardship, and communications. The Director of Development works closely with the Executive Director, Development staff, and the Board of Directors to secure the funding necessary for the sustainability and growth of the organization.

Key Responsibilities:

1. Fundraising & Development:

- Develop and implement a comprehensive fund development plan that includes individual, corporate, and foundation giving.
- Develop and oversee a portfolio of major gift donors and prospects, with a focus on high-level contributions (\$5,000 to \$50,000+).
- Oversee the planning and execution of annual fundraising campaigns, including direct mail, online appeals, and special events.
- Build and manage planned giving and endowment programs.
- Manage a grant writer, grow the organization's portfolio of corporate and foundation grant support.

2. Donor Relations & Stewardship:

- Establish and maintain long-term relationships with donors, ensuring regular communication and engagement.
- Develop and oversee a donor stewardship program that includes personalized thank-you notes, impact reports, and recognition events.
- Manage Development staff to ensure accurate donor record-keeping, moves management, and donor communications.

3. Event Management:

- Plan, coordinate, and execute fundraising events, including annual galas and community outreach events.
- Work with the event committee and staff to ensure successful event logistics, sponsorship acquisition, and volunteer engagement.

4. Community Engagement & Communications:

- Serve as the public face of Girls Inc. of Greater Santa Barbara at community events, speaking engagements, and media opportunities.
- Oversee the development of marketing and communications materials, including newsletters, press releases, social media content, and the organization's website.
- Coordinate the writing, design, and distribution of collateral materials to promote the organization's mission and programs.

5. Leadership & Management:

- Supervise and mentor development staff, fostering a collaborative and results-driven team environment.
- Work closely with the Executive Director and Board of Directors to align fundraising strategies with the organization's strategic goals.
- Prepare regular reports on fundraising progress and outcomes for the Executive Director and Board.
- Participate in the organization's strategic planning process and contribute to the overall management of the organization.

Qualifications:

- Bachelor's degree preferred
- Minimum of 5 years of experience in nonprofit development, with a proven track record in major gift fundraising.
- Strong interpersonal and communication skills, both written and verbal.
- Experience with donor management software (Donor Perfect preferred).
- Ability to work independently, as well as collaboratively in a team environment.
- Passion for the mission of Girls Inc. and a commitment to empowering girls to be strong, smart, and bold.
- Ability to work evenings and weekends as needed.

Physical Job Conditions:

- Light work, including moving objects up to 20 pounds, event set-up, and break-down.
- Work primarily in an indoor environment, with occasional outdoor activities.

To apply, please send your resume and cover letter to [hiring@girlsincsb.org](mailto: hiring@girlsincsb.org).