



of Greater Santa Barbara

Cydney Justman  
Executive Director

**Board of Directors**

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Samara Waddy

**Program Center**

Goleta Valley and Teen Center  
4973 Hollister Avenue  
Santa Barbara, CA 93111

**Honorary Members**

Phyllis Cox  
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Jody Dolan Holehouse  
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Nancy Lessner  
Michael Mayfield  
Lady Leslie Ridley-Tree\*  
Carol Wathen  
Sheila Zimmerman\*

\*Deceased

## 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.

**Location:** On-site at the Girls Inc. Goleta Valley Center

### About Girls Inc. of Greater Santa Barbara:

Girls Inc. of Greater Santa Barbara (GIGSB) is seeking a strong and innovative leader for its Director of Development. Serving over 1,000 girls per year across Santa Barbara County, GIGSB inspires all girls to be strong, smart, and bold and holds the vision of powerful girls in an equitable society. Girls Inc. girls learn to be confident, express themselves freely, take charge of their health and well-being, and gain the skills needed to achieve academic, personal and professional goals.

Our programming is evidence-based and guided by the three core components of STRONG (Healthy Living), SMART (Academic Enrichment), and BOLD (Life Skills Instruction). We strive to help all girls reach their full potential through our programs and outreach and the majority of families we serve receive some level of scholarship based on their annual income.

Girls Inc. of Greater Santa Barbara endeavors to foster an organizational culture that reflects our core values of equity, integrity, collaboration, and innovation—creating a supportive and inclusive environment where staff, volunteers, and the girls we serve can thrive.

### Position Summary:

The Director of Development is a key member of the four-person leadership team, working alongside the Executive Director, Director of Finance and Operations, and Director of Programs to drive the organization's success.

At GIGSB, fundraising is a collaborative effort. This role is supported by a Development Associate and a grant writer, along with a dedicated team of staff members who contribute to development efforts. The Executive Director is deeply engaged in fundraising and philanthropy, ensuring a strong culture of giving and donor engagement.

The Director of Development is responsible for developing, leading, and growing a comprehensive fundraising strategy to raise \$1,360,000 in 2025 to support the sustainability and growth of Girls Inc. of Greater Santa Barbara (GIGSB). This includes overseeing major gifts, planned giving, annual fund campaigns, grant

writing, corporate sponsorships, special events, donor stewardship, and development-related communications. The Director of Development works closely with the Executive Director, Development staff, and Board of Directors to cultivate philanthropic partnerships and secure the funding necessary to advance the organization's mission.

With a 67-year legacy in Santa Barbara, GIGSB benefits from a committed donor base and a well-maintained fundraising database (DonorPerfect) to support strategic donor relations.

## **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:**

- A variety of educational experiences will be considered
- Minimum of 5 years of experience in nonprofit development, with a proven track record in major gift fundraising.
- Minimum of 3 years of leadership experience
- 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 in **one PDF document** to [hiring@girlsincsb.org](mailto: hiring@girlsincsb.org). If you have any questions, please send them to the hiring email address, and they will be directed to the hiring manager for the position.

**The application deadline for this position is March 7<sup>th</sup>.**