



Director of Development

Are you:

- Optimistic with an “abundance mentality”?
- Entrepreneurial?
- Committed to social fairness?
- Looking for an opportunity to apply your skills and talents to help people help themselves?

If so, Start Up is looking for you!

Our Mission:

Start Up is a private, 501(c)(3) not-for-profit microenterprise development organization whose mission is to train and support entrepreneurs who have limited access to resources to help them create prosperity for themselves and their communities.

Our Core Values:

- ◆ *Integrity* – We take responsibility and are accountable for our decisions; we earn the trust of others by fulfilling our obligations; we acknowledge our mistakes and use them as tools to learn and improve; and we support others’ efforts to do the same.
- ◆ *Excellence* – We always do our best and use resources effectively and efficiently to achieve the maximum benefit possible for our clients, donors, volunteers, Board, staff, community, and other stakeholders.
- ◆ *Honest communication* – We are direct and truthful; we are thoughtful and considerate in how we express our truth; we make our motives and goals explicit and transparent; we respect others’ points of view and avoid making assumptions about the thoughts and intentions of others.
- ◆ *Commitment* – We are committed to our mission and do whatever is necessary to achieve fulfillment of our mission, goals, and obligations within the parameters of our Core Values.
- ◆ *Optimism* – We see the best in ourselves and others, and we meet circumstances with the conviction that *we can* make a positive difference in the world.
- ◆ *Entrepreneurism* – We are proactive in leading our organization to be innovative, responsive to a changing environment, continually learning and growing, and a model of professionalism for our clients and peers.
- ◆ *Self-determination* – We believe in the value of people and their ability – regardless of race, ethnicity, gender, educational attainment, or socioeconomic status – to take control of and affect the circumstances of their lives and improve their own condition.
- ◆ *Our people* – We recognize that our people are the greatest asset in our organization and the driving force behind the fulfillment of our mission; we

support the development of the skills and abilities our staff needs to work effectively, create an atmosphere in which we are all valued, and challenge each other to live up to our own best potential.

For more information see www.startupepa.org

The Position

The Director of Development reports to the Executive Director. Start Up has a strong and successful Development program that includes substantial support from individual donors as well as private foundations, corporations, and government agencies.

The Director of Development commits to:

- 1) *Work closely with the Executive Director and the Board of Directors to develop and implement long-range plans to ensure increasing levels of financial support.*
 - a) Lead and develop highly successful and integrated strategies for fundraising programs.
 - b) Create tactical plans of action to achieve fundraising targets to support a \$525,000 budget for the current fiscal year and to grow revenue by 40% per year over the next three years.
 - c) Coordinate and manage a multi-pronged approach to fundraising that includes significant involvement on the part of Board members, the ED, a 2-person (1.25 FTE) staff and volunteers.
 - d) Implement new fundraising approaches that strengthen relationships with existing donors, establish new ones, and result in increasingly effective fundraising campaigns (specifically, Raising More Money).
- 2) *Manage relationships with key organization supporters to maintain open lines of communication and trust.*
 - a) Identify and cultivate major donor prospects through high quality written and oral communication.
 - b) Develop and maintain relationships with past and current institutional donors.
 - c) Coordinate and execute written communications to institutional funders, including proposals, reports, acknowledgements, etc.
 - d) Maintain the production and regular distribution of the Annual Report and quarterly electronic newsletters to keep donors informed about the organization's activities and successes.
 - e) Provide support, leadership, and inspiration to the Development Committee of the Board to facilitate its ongoing active involvement in fundraising.
 - f) Assume responsibility for all Development reports to the Board, and attend Board meetings as needed.

- 3) *Lead and manage continuous improvement in Development department infrastructure.*
 - a) Review and update office systems to support Development projects and operations.
 - b) Ensure that policies are effective and consistently followed to produce timely and accurate records, receipts, and acknowledgements of gifts.
 - c) Oversee the management of the database (we currently use eTapestry) and all records and files.
 - d) Maintain regular and open communication with the Executive Director, staff and Board members about the status of Development activities, and provide regular analyses and evaluations of outcomes with a particular focus on successes and areas for improvement.
 - e) Work closely with Program staff to ensure a steady and accurate flow of data regarding Program activities and achievements.
- 4) *Participate as a member of the senior management team.*
 - a) Contribute to the development of the organization's long-term strategy in fulfillment of our mission.
 - b) Work closely with the Program Directors to ensure that Development's and Program's mutual goals are met.
 - c) Model our Core Values to staff, clients, Board, donors, and the public.
- 5) *Other duties as assigned.*

Skills and Talents

The successful candidate will have:

- An open mind, an indomitable spirit, and the willingness to work cooperatively with others to achieve common goals.
- Demonstrated commitment to excellence and a proven track record of success in entrepreneurial, highly dynamic environments.
- Prior fundraising experience. Experience leading successful efforts to fund a rapidly growing organization is highly desirable. If you have never done this, your cover letter should be *very* specific about how you would achieve sustainability and growth and why you think we should "bet" on you.
- A high level of comfort and strong desire to interact positively with people from all walks of life, establishing and maintaining close professional relationships with our donors and supporters.
- A strong internal sense of personal accountability and motivation.
- Impeccable attention to detail and follow-through; an extremely organized mind; and ability to work independently and manage / prioritize multiple projects simultaneously.
- Excellent organizational, verbal, and written communication skills.

- A powerful desire to work well as a team member and be productive under the pressure of numerous deadlines.
- Ability to establish and maintain cooperative professional relationships with colleagues, clients, volunteers, and the public.
- An optimistic attitude with an “abundance mentality” – a belief that the world is a place of plenty and there is enough of everything to meet the needs of everybody.
- An entrepreneurial outlook – seeking opportunities, blazing trails, creating new approaches, pursuing success.
- Excellent computer skills with expertise in Microsoft Office (Word, Excel, PowerPoint). Familiarity with eTapestry is preferred but not essential.
- Education: Bachelor’s Degree or equivalent; MBA or equivalent preferred.

The Director of Development is a full-time professional position with excellent health benefits. Salary is commensurate with experience. Position is open until filled.

To apply, please write us a cover letter explaining how your skills and talents will contribute to Start Up’s success. We would especially appreciate hearing your thoughts about how your optimism and abundance mentality have enriched your life and how you would apply them in your work with us.

You may send your resume and cover letter to:
Start Up
ATTN: Director of Development Position
1395 Bay Road
East Palo Alto, CA 94303

Or send your resume and cover letter by e-mail to
jobs@startupepa.org
ATTN: Director of Development Position in the subject line of the message

No telephone inquiries please.