



**JOB TITLE:** Director of Development Operations, Grants and Stewardship  
**REPORTS TO:** Chief Development Officer  
**STATUS:** Full time  
**PAY RATE:** TBD, Exempt/Salaried  
**LOCATION:** San Diego, California

Are you looking for a meaningful career in a position that allows you to make a difference in your community? Voices for Children is a respected, local nonprofit organization focused on fulfilling our mission to advocate for the needs of children in foster care. Consistently ranked in the top three CASA programs out of 1,000 nationwide, our team takes pride in serving our children with the highest level of excellence and care. Come to work at Voices for Children and you'll enjoy a friendly, warm culture with the following generous benefits for our full-time employees:

- Start out with 12 vacation days per year, 13 paid holidays, and an additional 5 days of paid time off after Christmas Day through New Year's Day
- A comprehensive, affordable benefits package to include several medical plan options (one plan is free for employees), vision, dental, flexible spending account, 403b plan for retirement, etc.
- A welcoming work environment
- Flexible schedule arrangements

### **About Us**

Voices for Children is the Court Appointed Special Advocate (CASA) program for San Diego and Riverside Counties. The mission of Voices for Children is to transform the lives of abused children by providing them with Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home, and to that end, our vision is to provide a CASA to every child in foster care who needs one, monitor every court file in the system, and advocate to improve the lives of San Diego County's foster children.

Recruited, trained, and supervised by VFC, our volunteer CASAs interface with key agencies, legal counsel, and community resources to identify and protect the best interests of each foster child. CASAs act as fact finders for the juvenile court judge to ensure decisions are based on the most current and pertinent information about each child's situation. CASAs also provide emotional support as they guide their case children through the complex foster care system. CASAs strive to ensure that each child's unique needs are met.

### **About the Position**

The Director of Development Operations, Grants and Stewardship reports to the Chief Development Officer and is responsible for the following:

- Develop, execute and maintain procedures that ensure the successful and effective implementation of the department's annual development plan.
- Oversee, organize and secure \$2M+ in foundation and government grants each year.
- Design, implement and evaluate an organization-wide and comprehensive donor relations and stewardship system that appropriately recognizes and promotes interaction with all donors at all levels.

- Build and maintain strong relationships with San Diego’s political, philanthropic and community leaders.

This position will help shape a pivotal time at the organization which includes the leadership of a new President and CEO, the undertaking of a strategic planning and visioning process, and a major milestone anniversary.

## **Main Duties/Responsibilities**

### *Development*

- This individual will work closely with the Grants Administrator and Grants Officer in researching, preparing, editing, submitting, and monitoring all proposals submitted to charitable foundations and government entities. Additionally, this individual will work closely to schedule site visits and work with the Grants Administrator and Grants Officer on annual reports and follow up.
- Working with the Development Database Analyst, the Director will consistently identify new and diverse sources of foundation, government and individual funding opportunities.
  - Also, the Director will ensure data accuracy and reporting as well as evaluate and recommend future software and systems upgrades.
- In collaboration with the Chief Development Officer, this individual is responsible for actively and effectively stewarding all foundation and government representatives at all levels.
  - It is anticipated that this individual will spend approximately 50% of his/her time meeting with foundation and government representatives.
- The Director will help draft campaign materials, annual appeals, and other print and e-correspondence.
- Successful candidates will design, implement and execute an organization-wide and comprehensive donor relations and stewardship system that appropriately recognizes and promotes interaction with all donors at all levels.

### *Strategic & Visionary Leadership*

- The Director will be a strategic thinker and leader by creating and implementing systems that ensure the successful and effective implementation of annual development plans.
- This individual will be nimble in adjusting to shifting priorities and balancing multiple tasks efficiently and effectively as well as anticipate and analyze complex problems and achieve sustainable, creative solutions.
- Successful candidate will flourish in a mission-oriented, data and process driven environment, and be energized by the prospect of developing, prioritizing, and implementing new strategies and best practices.

### *Exceptional Collaborator*

- The Director will be an engaged and active listener who is able to communicate effectively with a broad group of stakeholders.
- Successful candidate should have a quick assimilation to large volumes of complex material and speedy development and execution of plans in collaboration with others.

### *Relationship Builder*

- Critical to success in this role, the Director must be an individual with strong relationship-building abilities and the capacity to work effectively with San Diego’s diverse political, philanthropic and community leaders. This individual must be adept at sustaining excellent relationships and harnessing their personal and professional networks to support the organization’s mission.

- The Director will be a passionate, proactive advocate for the organization as well as engage and mobilize individuals to advance advocacy efforts in the San Diego area.

#### *Leadership*

- This individual is a consistent champion, active participant and proud member of the team.
- The Director acts as a sounding board to the Chief Development Officer and serves as a role model in cultivating a culture of high expectations and support.

#### *Passion for the Mission*

- The Director will embrace and exemplify the values of Voices for Children and have a true passion for the mission and vision of the organization.
- This individual will have a high degree of integrity, humility and gratitude and a personal commitment to the success of Voices for Children and possess a commitment to inclusiveness and diversity.

#### **Supervisory Responsibilities:**

The Grants Administrator and Development Database Analyst will report to this position.

Other duties and responsibilities as assigned.

#### **Education/Skills**

- A minimum of five to seven years with proven experience and a successful track record at a nonprofit organization(s) in the following areas is required:
  - Knowledge of all aspects of fundraising (major gifts, annual giving, etc.) as well as understanding and adhering to the standards, codes and ethical principles of the field.
  - Ability to write foundation and government grants as well as prepare annual reports.
  - Managing, supervising and motivating staff and volunteers across multiple generations.
  - Developing and maintaining effective relationships with donors and other constituents.
  - Understanding of event planning and budget management.
- Bachelor's degree is required and a graduate degree is preferred.
- Experience using Raiser's Edge by Blackbaud preferred as well as fundraising databases and search engines, e.g., the Foundation Center, Lexis, Wealth Engine, Google, etc.
- Proficient with MS Office suite, including Word, Outlook, PowerPoint, and Excel.
- Exceptional writing, communication, presentation, and editing skills.
- Strong interpersonal skills, and high degree of confidentiality and discretion.
- Highly organized with strong project management skills.
- Ability to exercise good judgment in prioritizing and managing multiple deadlines simultaneously.
- Excellent research and organizational skills with strong attention to detail and accuracy.
- Ability to listen intently, think creatively, be strategic and focus on results.
- Be flexible, entrepreneurial and work independently and as a team player.
- Be honest, flexible, optimistic, humble, fair, and have a sense of humor.
- Have a sense of urgency and be able to motivate and engage people at all levels.
- Have access to an automobile for local travel is required and must have a valid California driver license and automobile insurance.

## **Work Schedule**

Standard work week is 40 hours; however, employees are expected to work any additional hours (evenings and weekends) necessary to meet deadlines, attend events, and complete assignments. The VFC office is open for business Monday through Friday: 8:00 AM to 5:00 PM. Flexible work arrangements may be considered.

## **Physical Requirements**

- Able to sit for prolonged periods of time.
- Able to sit at a desk and view a computer screen for up to two hours.
- Able to speak into and use a telephone for long periods of time.

## **Work Environment**

- Professional office environment.
- Fast paced with multi-level distractions.
- Able to work extended hours as needed, with some nights and weekends required during special events.

## **How to Apply**

Please go to the following link: <https://jsco.re/213z1> and click "Apply for this Job" to apply. No phone calls, please. Position open immediately and will remain open until filled.

NOTE: Your application should include:

- Cover letter
- Resume

The person who is offered the position will undergo a background check, including a DMV record review, FBI and DOJ fingerprinting, and a check of the Child Abuse Central Index

*Voices for Children is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law."*