Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students furthest from access and opportunity to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background.

Position: Director of Fund Development **Job Location: San Jose, CA**

The Director of Fund Development will play a significant role in designing and implementing fundraising strategies. Our ideal candidate will represent SVEF to internal and external stakeholders with professionalism and integrity, build and maintain relationships with donors and will be expected to expand our donor base and secure funding. This full-time position will report directly to the Chief Development and Innovation Officer.

Primary Duties and Responsibilities

- Acquiring potential donors, foundations, and other development opportunities
- Representing SVEF's mission to donors and potential donors
- Interacting with high-level funders, including securing major gifts
- Writing, submitting and managing grant proposals and reports
- Leading and managing fundraising events and social media activities for SVEF
- Furnishing prospective funders with supporting documents
- Collaborating with the Development and other teams to compile annual report, newsletters, and to promote SVEF programs/activities
- Ensure maintenance of database of donors, track gifts, and fulfill reporting requirements to stakeholders using Salesforce
- Executing the development department's goals, strategy and contributing to creative solutions

Minimum Qualifications

- 5+ years fundraising experience that includes major gifts
- Proven track record of planning and initiating successful fundraising strategies and following through to securing funds
- Excellent communication and interpersonal skills; strong community network in the Bay Area

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

Rev. 8/2021

- Ability to maintain professionalism under pressure, to problem-solve, anticipate change and react efficiently with challenging deadlines and priorities
- Strong organizational, project management, and problem-solving skills with multi-tasking abilities
- Works well independently but also works collaboratively with a willingness to learn
- Evidence of a strong work ethic; proven leadership
- Demonstrated proactive and creative analytical skills
- Business, nonprofit, and sales experience preferred
- Grant-writing experience, including government grants
- Experience managing databases and working with fundraising software
- Excel, PowerPoint, Google Docs, and Salesforce proficiency

Job Competencies

- Teamwork
- Strategic thinking
- Communication
- Organization
- Leadership

Compensation

Preferred start date as soon as possible. Salary range $100,000 - $110,000/yr. Currently working 3 days per week in the office and 2 days remote. The Director of Fund Development will be expected to travel within the Bay Area. A valid driver's license and reliable transportation is required.

Application Process

Please submit your cover letter and resume to HR@svefoundation.org

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