

Position: Director of Development  
Salary/Benefits: \$110,00 Exempt  
Reports To: CEO/Executive Director

#### ORGANIZATION OVERVIEW

Conard House is a nonprofit organization with a mission to build welcoming communities and caring relationships that empower people and restore hope. Conard House specializes in Supportive Housing, Mental Health and Money Management services to 1,500 residents and clients across 10 residential buildings, 4 program sites and 22 shared apartments across San Francisco. Conard House works with a diverse adult population and strives for diversity, equity, inclusion and belonging by respecting experience, promoting inclusion, and building community.

#### POSITION OVERVIEW

Conard House is seeking a Director of Development to lead and revamp our fundraising efforts. The Director of Development is responsible for planning and implementing a comprehensive fundraising program that includes major gifts, corporate and foundation giving, planned giving, and special events. The Director of Development works closely with the CEO/Executive Director to meet fundraising goals and strategies.

The Development Director collaborates closely with the Board of Directors to develop fundraising strategies that align with the organization's mission and values. This involves presenting fundraising plans and performance metrics to the Board of Directors and working with the CEO/Executive Director to ensure that fundraising activities are aligned with the [Conard House Strategic Roadmap Initiatives](#), that engage donors and raise funds.

#### KEY RESPONSIBILITIES

1. Develop and implement a comprehensive fundraising plan to meet Conard House's annual revenue goals.
2. Identify and cultivate major gift prospects, corporate and foundation prospects, and submit grant applications and reports.
3. Plan and execute special events that engage donors and raise funds for Conard House.
4. Execute the newly developed case for giving and develop effective donor communications, including on-line campaigns, social media and print materials.
5. Develop an Ambassador Program.
6. Collaborate with the Conard House Community of residents, clients, staff, volunteers, stakeholders, vendors.
7. Collect, Monitor, and Analyze Fundraising Data. Generate reports.

#### QUALIFICATIONS

- Minimum of 5 years of experience in nonprofit fundraising, with a proven track record of success in major gifts, corporate and foundation giving, and special events.
- Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials.
- Strong leadership and management skills.

- Demonstrated ability to work collaboratively with colleagues, program participants, Board members, stakeholders, interns and volunteers.
- Experience with fundraising software, donor databases, and/or a Customer Relationship Management (CRM) software.
- Proficiency using Microsoft Office applications.
- Bachelor's degree in a related field preferred.
- A deep commitment to the mission and values of Conard House.

#### COMPENSATION & BENEFITS

In addition to a competitive salary, Conard House provides a comprehensive benefits package that includes Medical, Dental, and Vision Insurance, 15 PTO Days, 15 Sick Leave Days, 14 Paid Holidays, Paid Hour Lunch Breaks, and more!

If you are a driven, ambitious and experienced fundraising professional with a passion for making a difference in the community, we encourage you to apply.

*Conard House is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

To apply please email [apply@conard.org](mailto:apply@conard.org) with your resume and cover letter.