



• Development Director •

Position Summary

Canal Alliance seeks an experienced and creative development professional to lead our expansion efforts. Under the direction of the Executive Director, the Development Director develops and implements an annual fundraising plan to raise \$2.6M + in program and unrestricted funds. The Development Director will work with our Director of Marketing and a strong management staff. The successful candidate will participate with the Management Team that sets program policy for the organization. Canal Alliance has an exciting plan for expansion and growth and is seeking the right person to take us into the future. We are seeking a person who is familiar with Latino culture and the Spanish language.

About Canal Alliance

Canal Alliance is a community-based organization that has been serving the needs of Marin's low-income immigrant community for 30 years. Through our *Pathways to Success* model - access to resources, education, income enhancement and leadership development through a unique wraparound service model - Canal Alliance offers classes and support services that provide immigrant families with the tools and skills they need to move out of poverty and crisis and into stability and self-sufficiency.

Our long history of accomplishments and service to the community have earned the trust of immigrant families as well as other community providers and elected public officials, who view Canal Alliance as the "go-to" organization for immigrant integration issues. We have a vast network of partnerships to support and supplement our services.

Responsibilities:

Overall Strategy and Administration

- Analyze current fundraising approach, identify priorities, and develop and implement new fundraising strategies with measurable outcomes
- Establish goals and develop and manage annual revenue budget and work plan to secure \$2.6 million + in funding per year
- Manage, department staff to focus on funding strategies and priorities
- Work with members of the Board of Directors and attend meetings as assigned. .
- Staff the Development Committee of the Board
- Monitor and update Development Department budget
- Serve as a member of the agency's Management Team
- Work closely with the Executive Director in all aspects of work.
- Foster an organization-wide knowledge of and involvement with fundraising.
- Write updates on development department for monthly Board reports

Major Donors

- Develop and implement strategies for the identification, cultivation, and solicitation of current and new donors
- Develop and maintain a structure for building continuing relationships with donors to ensure their growing commitment to Canal Alliance

Institutional Giving Program:

- Establish and meet ambitious goals for institutional grants
- Oversee Grants Manager in management and administration of foundation and corporate grants as well as agency contracts
- Help maintain and strengthen foundation and corporate partner relationships
- Manage and support foundation proposal development and reporting including some grant writing, overall responsibility for deadlines and assignments
- Support program staff with the cultivation of institutional funders

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91 Larkspur Street • San Rafael, CA 94901

TEL 415.454.2640 FAX 415.454.3967

EMAIL contact@canalalliance.org www.canalalliance.org



- Perform as an effective spokesperson and ambassador for the organization with foundations, corporate partners, donors and other community partners

Additional Qualifications:

- At least 7 years of relevant fundraising experience, and at least 5 years of development leadership and team management experience
- Track record of growth in fund development, and proven success soliciting and securing major gifts
- Strategic and creative ability to identify and obtain new funding opportunities
- Maturity, discretion and diplomacy to represent Canal Alliance with donors
- Ability to mobilize non-profit board members
- Excellent verbal and written communication skills
- Excellent technical computer skills, including solid understanding of Microsoft Office products and Sales Force Data systems.
- Knowledge of Marin County's philanthropic community is a plus
- Excellent written and oral communication skills.
- Enthusiasm for Canal Alliance's mission and programs
- Understanding of the challenges of immigrants from Latin America in the US
- A good sense of humor

Compensation will be commensurate with experience. Benefits package includes medical, optional 403(b) and Med125 plans. This position is exempt, full-time.

Canal Alliance is an equal opportunity employer, hiring and promoting staff, recruiting volunteers, and providing services to individuals without regard to race, creed, ethnicity, gender, sexual orientation, marital status, national origin, age, or physical ability.

To apply, email a resume and cover letter to contact@canalalliance.org. Only electronic applications will be accepted. (Keep it green!) Put "Development Director – YOUR NAME" in the subject line of your email.

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