



FUND DEVELOPMENT DIRECTOR

Mandela Partners is a non-profit organization that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through food enterprises in disinvested communities. Our approach is based on a systems model that supports local economic investment, entrepreneurship, food sovereignty, and health equity--building on local assets to cultivate thriving communities.

Key Areas of Responsibility

The Fund Development Director will report to and work closely with the Executive Director and manage a team that consists of the Fund Development Manager and Communications Manager (to be hired). As a core contributor to the Executive Leadership Team, the Fund Development Director will plan and implement a strategy for diversifying our fundraising portfolio to grow the organization's \$3.2MM budget, strengthen individual giving and major gifts, and forecast fundraising revenue based on organizational history and market trends. The right candidate will have lived and/or professional experience working with people of color and different socioeconomic backgrounds.

Planning & Strategy (30%)

- Set annual strategy to grow and sustain Mandela Partners' fundraising from foundations, corporate funders, government, nonprofit partners, and individual donors
- In collaboration with the Executive Director and Director of Finance & Administration, create annual fundraising goals and financial forecasting to sustain/grow organizational operations and programs and increase our reserves
- Work closely with members of the Board of Directors to establish individual fundraising goals and engagement strategies
- Participate on the Executive Leadership Team, engaging in cross-organizational planning, oversight and decision-making
- Support planning of events in collaboration with Mandela Partners' staff to reach community supporters
- Manage a small team; align individual job functions with organizational impacts while supporting their performance, professional achievement, and growth

Donor Stewardship & Grants Management (50%)

- Directly manage a portfolio of existing major funders to steward, make solicitations, and secure gifts
- Conduct foundation and corporate grant prospect research and manage cultivation of new grant funders through meaningful outreach and engagement efforts
- Activate individual giving at all levels, as well as engage major donors with high potential to support MPs' mission and programs long term
- Support the Fund Development Manager and Team Leads in the development, review, and submission of grant proposals
- Keep abreast of funding trends through publications, professional networks, and educational events

Communications (20%)

- Oversee editorial calendar with Neighborhood Engagement Coordinator and Communications Manager

- Develop engaging online donation appeals on a bi-annual basis
- Develop new and creative methods for growing Mandela Partners' list of subscribers and supporters, and soliciting donations across all channels
- Utilize the CRM, EveryAction, to cultivate, solicit, and steward donors
- Maintain and update fundraising forms on the website (hosted by Wix)
- Communicate the value and impact of Mandela programs to constituents, and make connections to other program staff if they inquire about other programs

Preferred Experience and Qualifications

- 5-10+ years of fundraising experience, including experience with major gifts and grant writing; nonprofit experience preferred
- Knowledge and experience in all aspects of philanthropy, including giving trends, benchmarks, and best practices; fundraising development strategy and planning; and development operations such as gift processing, prospect and donor research, and fundraising reporting
- Ability to develop and implement comprehensive fundraising strategies that include a range of diverse funding sources
- Ability to interact professionally and respectfully with donors, community partners, board members, staff, and local residents
- Excellent written and oral communication skills with the ability to incorporate “big vision” thinking with program information to diverse stakeholders ranging from staff, community members, partners, funders and high net worth donors
- Track record working effectively with staff to coordinate and successfully develop grant proposals and fundraising campaigns
- Ability to manage individuals and teams with different lived and/or professional experiences
- Familiarity with CRM databases and email marketing programs
- A deep commitment to aligning all fundraising practices to our values, especially around equity, inclusion, and belonging for all our stakeholders
- Bilingual in Spanish a plus

Mandela Partners is an equal opportunity employer: LGBTQ+, people of color, women and lifelong Oakland residents are encouraged to apply.

This is a full-time, exempt position, with an annual salary range between \$110,000 and \$130,000, depending on experience. Mandela Partners' Benefits Package includes 7 days of paid vacation with progressive increases in year two and year three, 1 week off between Christmas Eve and New Years Day, 1 week off the week of Juneteenth, 10 paid holidays, and 12 sick days, and health/dental/vision benefits. Employees are eligible for 403b retirement plan enrollment immediately. Mandela Partners currently operates a hybrid work schedule, with the team working in our Oakland office on Mondays and at least one additional day at one of our East Bay sites.

Please email cover letter and resume to jobs@mandelapartners.org