Position Title: Director of Development  
Compensation: $90,000 - $100,000 DOE/neg.  
Location: San Diego, CA  
Reports To: Chief Operating Officer  
Direct Reports: 2 (Business Development Manager, Membership Manager)

Our Story
Launched in 2005, Voice of San Diego (VOSD) was the first digital nonprofit news organization to serve a local community in the US. VOSD made a name nationally with hard-hitting investigative reporting and created a new model for journalism which has since been adopted by hundreds of other organizations around the country. VOSD is committed to civic engagement and opportunities for San Diego residents to discuss and debate the issues affecting their community and quality of life. As a 501(c)(3) nonprofit organization, VOSD is fully funded by individual members, major charitable gifts, foundations and community partnerships. VOSD is based in downtown San Diego, with an annual budget of $2.18 million and a dedicated board of 10 community leaders.

Our philosophy is that journalism is best when pursued with purpose. It is easy to take stances against small problems, but we want to tackle San Diego’s big problems. To accomplish this mission, reporters and editors must be aligned in their goals and strategies. Voice of San Diego’s staff and trustees adopted this list of shared values to guide our work:

- Government transparency, open meetings and accountability.
- A well-informed, well-educated community ready to participate in civic affairs.
- Government agencies that are just, efficient and excellent.
- High quality education for all children.
- Quality housing that is affordable to all residents.
- World class infrastructure that supports free enterprise and job creation.
- A robust and inclusive arts and culture scene.
- A clean environment and a healthy ecosystem.
- Preparations for the long-term challenges of drought, energy supply and climate change.

Please visit: https://www.voiceofsandiego.org/ to learn more about our organization.

Position Summary
As we approach our 15-year anniversary, VOSD has an opportunity for a new Director of Development to lead our fundraising efforts through the next phase of our organization’s growth and beyond. Reporting directly to our COO, the Director of Development will oversee every aspect of our fundraising efforts, and also work in close partnership with our CEO. This includes primary responsibility for our entire revenue portfolio, such as campaigns, individual giving, major gifts, planned giving, special events, foundation grants, corporate sponsorships and an annual fund. The Director of Development also serves as a frontline fundraiser, with an emphasis on growing the organization’s individual donor portfolio by building and maintaining close relationships with key donors. It is expected that the amount raised will increase each year, as the Director of Development and the leadership team will work collaboratively to
strengthen and improve the organization’s overall fundraising capacity. The desired candidate will possess strong qualitative and quantitative abilities: her/his fundraising style will include a strategic approach and impressive interpersonal skills, paired with the usage of data and metrics to inform the decision-making process and track progress against goals. In addition to the Membership Manager, VOSD will soon add a new Business Development Manager position to our team, which will also report to the Development Director.

**Duties & Responsibilities**

**Fundraising Strategies & Execution:**
- Lead, develop and execute strategies for all fundraising areas including campaigns, major gifts, individual giving, planned giving, special events, foundation grants, corporate sponsorships, and an annual fund.
- Create and manage clear success metrics, holding oneself and others accountable to achieving those goals.
- Provide weekly, monthly and annual reports measuring progress against revenue goals.
- Oversee our membership program, including strategies to increase membership participation and donations.

**Internal Management:**
- Serve as a close strategic advisor and partner to the COO and CEO; serve as a member of VOSD’s leadership team.
- Work with CEO and COO to achieve annual revenue goals; manage and coordinate donor meetings for the CEO and COO.
- Coach, mentor, develop and manage development team members.
- Increase the culture of philanthropy across the organization, demonstrating how all team members can advocate for Voice of San Diego in the community.

**Donor Relations & Communication:**
- Build and maintain critical relationships with key local organizations and partners.
- Provide outstanding customer service and support to donors, volunteers, staff and other community contacts.
- Maintain in-depth knowledge of VOSD offerings and services to articulate need and impact to donors and prospects.
- Create and implement innovative strategies for securing new and untapped funding resources.
- Maintain a personal portfolio of top donors and prospects; solicit and close major gifts.
- Oversee the design and production of donor communications, including recognition, appreciation/gift acknowledgments, solicitations and other support materials.
- Maintain a robust partner pipeline by continuously monitoring and cultivating our membership pool and generating new leads from community networking.
- Oversee community partner and media partnership programs.

**Department Operations:**
- Refine and/or establish policies, systems and procedures, with a special emphasis on professionalism and ethical standards, for soliciting, acknowledging, tracking, and reporting gifts.
- Plan and execute a moves management approach to individual and institutional giving.
• Assist with the planning and implementation of events to deliver a superb donor experience and meet fundraising goals.
• Supervise the appropriate use of donor software and reporting, ensuring donor privacy, data accuracy and timeliness of acknowledgements and reporting.
• Prepare reports required by foundations and other funders.
• Prepare grant and advertising/sponsorship proposals in a timely manner.
• Maintain an appropriate blend of underwriters and advertisers to comply with nonprofit tax regulations.

Attributes & Work Style

• **Passionate:** Driven by VOSD’s mission, which is to deliver ground-breaking investigative journalism for the San Diego region and increase civic participation by giving residents the knowledge and in-depth analysis necessary to become advocates for good government and social progress.
• **Visionary:** A strategic thinker with the ability to execute multi-faceted projects and campaigns.
• **Growth Mindset:** Views setbacks as opportunities for growth and improvement, and enthusiastically pursues challenging goals.
• **Entrepreneurial:** Says “yes” to appropriate new opportunities and ideas for VOSD.
• **Collaborative:** Fosters a respectful, transparent, and cohesive work environment; actively participates in joint problem solving; enthusiastically partners with co-workers.
• **Communicative:** Exceptional written and oral communication skills; strong interpersonal skills utilized to engage and influence constituents.
• **Tactful & Diplomatic:** Patient, willing and able to have the difficult conversations as required.
• **Proactive & Perseverant:** A self-starter who demonstrates strong personal initiative and the ability to drive projects through to completion.
• **Uplifting:** Charismatic, warm and welcoming; a true “people-person.”
• **Motivating:** Utilizes effective leadership skills to galvanize donors, team members and other development stakeholders to ensure VOSD achieves its revenue goals.
• **Judicious:** Willing to make difficult decisions; exhibits sound and accurate judgment; supports and explains her/his decisions.
• **Analytical:** Ability to carefully study issues, identify trends and formulate new ideas.
• **Detail-oriented:** Extreme attention to detail and accuracy.
• **Organized:** Excellent organizational and follow-up skills; ability to schedule and plan effectively to meet deadlines.
• **Metrics-Driven:** Utilizes data to drive fundraising, partnership decisions and forecasting.
• **Outcomes-Oriented:** An innovative thinker, pairing ideas with solutions and measurable outcomes.
• **Flexible:** Ability to work evenings and weekends as required.

**Education & Experience**

• Bachelor’s degree required; Master’s degree and/or Certificate in Fund Raising Management a plus.
• 5+ years of professional experience in nonprofit fundraising, with a complete, end-to-end understanding of fundraising strategies, systems, and processes.
• Experience with constructing, articulating and implementing a strategic development plan.
• Experience developing and managing budgets over $1M.
• Prior direct responsibility for cultivating, soliciting and stewarding gifts of $10,000 or more.
• Proven ability to effectively coach and mentor employees and teams.
• A history of working directly with board members in support of fundraising efforts.
• Knowledge of local and regional corporate and foundation communities; preexisting connection to the San Diego community preferred.
• Experience with online fundraising.
• CRM/donor database experience required, and experience with Salesforce, Mailchimp, and iWave a plus.

For more information or to apply, please contact:
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