

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

SENIOR DIRECTOR OF DEVELOPMENT Episcopal Community Services *San Francisco, CA*

Brakeley Search

formerly known as Leadership Search Partners,
is a search firm focused exclusively on the nonprofit sector.
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence,
to Scott Staub at sstaub@brakeleysearch.com.

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TITLE:	Senior Director of Development
ORGANIZATION:	Episcopal Community Services
LOCATION:	San Francisco, CA
REPORTS TO:	Executive Director

EPISCOPAL COMMUNITY SERVICES MISSION

Episcopal Community Services of San Francisco (ECS) helps homeless and very low-income people every day and every night obtain the housing, jobs, shelter, and essential services each person needs to prevent and end homelessness.

EPISCOPAL COMMUNITY SERVICES VALUES

- Dignity and respect
- Integrity
- Compassion

ABOUT EPISCOPAL COMMUNITY SERVICES

For nearly 40 years, Episcopal Community Services (ECS) has been at the leading edge of practical and innovative solutions to address the homelessness crisis in the San Francisco Bay Area. Today, ECS is one of the region's largest, most comprehensive providers of essential services to individuals and families experiencing homelessness and housing stability.

Guided by the understanding that housing is the solution to ending homelessness, ECS offers a broad range of essential programs that help the most vulnerable members of the community secure housing and economic stability. These programs include high-quality supportive housing, housing navigation services, behavioral health counselling, healthy aging services, workforce development, and employment stabilization for 10,000 people experiencing homelessness, extreme poverty, and food insecurity each year. In FY 21, ECS stably housed 3,789 individuals, had over 100,000 participant encounters, and met over 710,000 participant needs.

ABOUT THE OPPORTUNITY

The Senior Director of Development will be part of the executive team at ECS, partnering with the Executive Director, other organizational leaders, and the Board of Directors to build philanthropic support for serving people experiencing homelessness. This is a dynamic and exciting opportunity for a seasoned fundraising professional to make a significant impact in meeting the needs of people experiencing homelessness in San Francisco and Marin counties. ECS is an entrepreneurial organization that is growing by anticipating the needs of people experiencing homelessness and very low-income people by providing an array of services and housing. Charitable dollars are highly leveraged in accomplishing ECS' mission.

Key Responsibilities

- **Leadership**
 - Provide leadership, management, professional development and mentoring to Development staff; create and implement development best practices and strategy when needed
 - Partner with the Executive Director and the Board Development Committee, to create a culture of philanthropy across the entire organization at all levels.

- **Fundraising**
 - Develop, refine, and implement strategies for fundraising that maximize potential giving
 - Direct the work of the Development team in order to implement fundraising programs using donor cultivation and stewardship opportunities that maximize giving
 - Manage an active portfolio of major donors and prospects by creating and implementing personalized cultivation and stewardship plans and gift requests for each donor within portfolio; assign other donors as appropriate
 - Play a leading role in fundraising and ensure Episcopal Community Services' ability to cultivate and solicit major donors, foundations, and corporations to significantly increase contributions
 - Analyze reports on donor interactions to make strategic decisions to maximize giving opportunities; prepare and present information and progress to Episcopal Community Services' senior leadership team and board

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Professional Experience/Qualifications

Experience:

- Seven or more years of substantial and progressively responsible professional experience, including at least four years of experience supervising professional staff
- Demonstrated experience overseeing projects or campaigns through to success, including meeting financial goals and coordinating the work of staff and partners
- Demonstrated success in fundraising; experience with individuals, foundations, and corporations; track record of soliciting and closing six-figure gifts with experience in seven-figure gifts a plus
- Experience leading the planning and execution of small-and large-scale friendraising and fundraising events
- Developing and growing planned giving a plus

Skills:

- Exceptional leadership skills, with a collaborative spirit and strong management skills; demonstrated ability to inspire and motivate staff, board, donors, and potential partners a must
- Strong strategic and implementation skills; ability to grasp the opportunities and challenges of the organization and the role
- Outstanding communicator; excellent speaking, writing and interpersonal skills
- Experience understanding a donor database (Raiser Edge preferred) and high comfort level analyzing and applying data to hone strategies and achieve goals

Personal Characteristics:

- Passionate about the mission of Episcopal Community Services to create a better community for the unhoused and extremely low-income people of San Francisco and Marin counties
- Commitment to understanding diversity, equity, and inclusion and willingness to lean into the conversation about diversity, equity, and inclusion

Education:

- Bachelor's degree required
- Certified Fund Raising Executive (CFRE) credential a plus

COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate. The salary range is \$170,000 to \$180,000.

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TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of Episcopal Community Services. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at CBurr@BrakeleySearch.com with “Episcopal Community Services ECS” in the subject line.

Inquiries may be made, in confidence, to Search Consultant Scott Staub at SStaub@BrakeleySearch.com.

EOE STATEMENT

Episcopal Community Services (ECS) celebrates diversity, equity, inclusion and belonging and is an Equal Opportunity Employer committed to creating an inclusive environment for all applicants, employees and participants. ECS does not discriminate on the basis of an individual's actual or perceived race, religion (including all aspects of religious belief, observance, and practice, including religious dress and grooming practices), color, national origin, ancestry), place of birth, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, domestic partnership status, sex (including the following and medical conditions related to the following: pregnancy, childbirth, breastfeeding), gender identity, gender expression, sexual orientation, age, height, weight, military and veteran status or any other category or condition protected by law.

ECS' leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

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