



## OAKLAND BLACK PRIDE

ORIGIN OF A MOVEMENT FOR CHANGE

# DEVELOPMENT DIRECTOR

## JOB DESCRIPTION

Oakland Black Pride is a nonprofit organization which curates programs and services for the QTBIPOC communities of Oakland and the Regional Bay Area. Join our growing staff dedicated to finding nuanced solutions to service the needs of some of the most marginalized members of the LGBTQ+ community existing at the intersection of racism, ethnocentrism, xenophobia, queerphobia and transphobia. Our organization offers three pillars of programming; Springboard Program, Black Pride Festival and QTBIPOC Social Circle. Our team is committed to working to create a more just society in which all can thrive. Let's ReQueer the Nation!

### **Position Summary:**

The Development Director is responsible for meeting annual fundraising goals via grants, corporate sponsorships, fundraising events, and donor cultivation. This position partners closely with the CEO, and Communications team to improve donor relationships, increase the number of donors, and implement successful fundraising events. The Development Director will lead and build our new and successful Fundraising and Development department as we reach out to the foundations, individuals and government entities to tell our story and gain the funds to improve the lives of our vulnerable clientele.

### **Essential Functions:**

- In partnership with the Board of Directors and CEO, oversee OBP's annual funding with the goal of increasing current level of giving and increasing unrestricted funding provided to the organization
- Furnishing board with regular progress reports
- Collaborating with the Communications team to develop a digital fundraising strategy
- Grow and cultivate a portfolio of donors that represent community organizations and small private foundations. Includes researching, drafting, and submitting proposals
- Team coordination including calendaring meetings, setting and circulating agendas and maintaining pulse on local events and publications
- Work with the Communications team on the organization's overarching messaging framework to help key stakeholders understand what we do, why we do it, and how it's relevant to them. Through storytelling, create experiences that uniquely amplify our message and draw partners to us in a deep and meaningful way

Other duties to meet the needs of our QTBIPOC community, as requested

### **Applied Knowledge, Skills and Abilities:**

- Ability to foster internal and external relationships and work in a complex and start-up environment
- Highly creative, excellent written and verbal communication
- High capacity to collaborate across varied programs. Lead with inspiration, resilience and resolve
- Demonstrated ability to understand both macro and micro organization needs
- Enthusiasm for the mission of Oakland Black Pride
- Excellent planning and organizational skills with a demonstrated ability to move multiple projects forward simultaneously



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- Flexibility, drive and a sense of humor
- All employees will be required to familiarize themselves with a variety of written material that coincides with Oakland Black Pride's professional standards, philosophical orientation toward the QTBIPOC community and their needs.

### **Education, Training and Experience:**

- Bachelor's degree in nonprofit administration, business administration, communications or a similar field
- Demonstrated success in developing strategies to achieve fundraising goals
- Demonstrated success in cultivating and managing major donor relationships
- Proven success in writing donor correspondence
- Experience in grant writing and managing foundational relationships
- Experience distilling complex concepts into content that is easy to consume

### **Organization Requirements:**

- Valid California driver's license with an acceptable driving record and auto insurance showing employee as an insured driver on the policy
- COVID-19 vaccination required
- Candidate must be located in the Regional Bay Area; Remote

### **Oakland Black Pride offers a generous benefit package for full time staff including:**

- 100% employer paid health, dental and vision plans for the employee. Dependents would be covered at 50% of the base health plan by OBP, dental and vision would be the employee's responsibility. Coverage is available on the 1st of the month following the date of hire.
- Paid Time Off: Starting at 15 days per year based on a 32 hour work week. Increases with time of service.
- 11 paid Holidays
- Employer paid \$50,000 Life Insurance policy
- Employee Assistance Plan
- Incentives for meeting performance goals

We value diversity and are an Equal Opportunity Employer. For more info about OBP go to [www.oaklandblackpride.org](http://www.oaklandblackpride.org)

Please convey your interest by submitting a cover letter and your resume to [work@oaklandblackpride.org](mailto:work@oaklandblackpride.org).

Salary range: \$85,000-\$100,000