



## **VP of Development and External Relations**

San Diego Oasis has an exciting opportunity for the right person to help the organization navigate a capital campaign, cultivate major gifts and manage fundraising and community engagement as we expand our organizational impact. We are actively seeking a seasoned, professional self-starter with a strong background in fundraising and nonprofit management who has a passion for supporting the senior population in San Diego County and will roll up your sleeves to get things done.

### **Job Summary**

Reporting to and working closely with the President & CEO, the successful candidate will have expertise and a proven track record in raising significant funds to support annual and long-term fundraising and expansion goals. Candidate will be responsible for identifying and cultivating major gifts, shaping the capital campaign public phase, supervising all grant opportunities, identifying corporate sponsorships, legacy gift solicitations, stewardship and recognition of individual, foundation, and corporate potential and existing donors. In particular, there will be a concentration on major gift funding and outreach to expand our footprint in a newly acquired building in the Rancho Bernardo area to open in 2023. In addition, candidate will oversee all marketing/communications, events management and outreach to the community. As a member of the senior management team, this role is a high-profile position that helps to set the direction and ensures the health of the organization.

### **Essential Duties and Responsibilities**

This role supervises a development manager, director of marketing, outreach coordinator and manager of digital divide outreach program.

- Provides general oversight of all of the organization's fund development activities, manages the day-to-day operations of the development function, and monitors adequacy of activities. through coordination with staff, membership, stakeholders, potential and existing donors.
- Formulates short- and long-term fundraising and outreach goals by creating and continually updating a development plan.
- Develop and execute the public phase of our Capital Campaign plan to support funding for Rancho Bernardo expansion.
- Develops actionable strategies for meeting goals through donor research, grants, sponsorships, gifts, donations, events, and support tools of marketing and community outreach.
- Develops plan to identify, cultivate new donors

- Plans to steward and recognize existing donors
- Work to identify new revenue streams to support expansion of fundraising efforts.
- Plans and oversees all fundraising and community outreach events.
- Serve as externally-facing leader, creating a positive public image, brand and reputation for Oasis.
- Take primary responsibility for the strategy behind all grant proposals, developing relationships with funders where possible.
- Prepare and present financial analysis and summary of development results to CEO and Board of Directors on a regular basis.
- Maintain accurate fundraising record-keeping using the existing Oasis database tools and spreadsheets.
- Train, mentor and develop all direct reports to continue skill-building.
- Actively seek leadership roles in the community on behalf of San Diego Oasis.
- Oversee Marketing and Public Relations strategies with Marketing Manager and Public Relations firm.
- Act as back-up to CEO as needed at appearances, managerial duties and as liaison to the board.

## **Qualifications**

A strong candidate for this role is a dynamic public speaker, persuasive writer, and strategic thinker who plans and executes agreed-upon goals.

- 7 to 10 years of experience and demonstrated success in fundraising and staff management, preferably in a non-profit setting.
- Demonstrates ability to understand construction of budgets and financial documents.
- Bachelor's Degree required. Master's Degree preferred.
- Talent in writing skill that expresses passion for our mission in grants and presentations.
- Skilled in stewarding donors and asking for donations.
- Demonstrated talent in marketing, public relations and event planning.
- Ability to plan and oversee special events.
- Ability to work independently and demonstrate appropriate initiative.
- Accepts constructive criticism with a positive attitude and willingness to implement change.
- Demonstrates a creative approach to problem-solving.

Other requirements

- May need to work nights and weekends.
- Must be willing to work long hours to meeting funding deadlines and meet with donors where they are.
- Must have reliable transportation.
- Employment subject to background check.

\*\*\* This is not a remote-work opportunity, though we recognize that a fair amount of your time will be meeting with potential and existing donors offsite.

### **Benefits**

- Medical, Dental and Vision
- Paid time off
- Sick leave
- Retirement Savings option
- Flexible schedule

### **Successful Oasis Team Members:**

- Have a positive outlook on life and work
- Are eager to help their team mates, anytime
- Are flexible and contribute to any task that needs to get done
- Love a small and hardworking team of colleagues
- Think creatively and take initiative

**Vaccination Requirement:** To be considered where permitted by applicable law (including any applicable reasonable accommodation, medical or religious exemption), candidates must have received or be willing to receive COVID-19 vaccines by start date.

### **Hiring timeline:**

Post Job – May 26

Interview – June 6 to 20th

Begin Training – July 5

### **Compensation**

This is a full-time, exempt position. Salary is based on experience and demonstrated performance.

Qualified and interested candidates are encouraged to send their resumes to Jolyn Parker. [jolyn@sandiegooasis.org](mailto:jolyn@sandiegooasis.org) or call 858-353-0439