

Position Title: Director of Development, Bay Area News Project
Reports to: CEO, Bay Area News Project

About the Bay Area News Project:

The Bay Area News Project (TNP) is a non-profit, nonpartisan publicly-supported news organization. Our mission is to fill the growing gap in Bay Area civic and community news coverage, stimulate innovation in journalism, and foster civic engagement. As a startup, we offer a highly entrepreneurial and fast-paced work environment.

With support from the Hellman Family Foundation and collaborations with the UC Berkeley Graduate School of Journalism, The New York Times, and other media organizations, we are creating a model for how local, high-quality public service journalism will look in the future. For more information, please visit our website, www.bayareanewsproject.org.

Position Summary:

The Director of Development will lead and manage a multi-million dollar development campaign for the Bay Area News Project (TNP). The position reports to the Chief Executive Officer and works in collaboration with the CEO as well as the Board of Directors and Editor-in-Chief. She/he will be responsible for a funding stream that consists primarily of gifts from major donors and foundation grants.

The Director should be high energy, entrepreneurial, and demonstrate a proven track record in building strong relationships with supporters and meeting fundraising goals. The Director will be responsible for creating the annual fundraising plan to guide all development activities. She/he will have the ability to move between big picture strategy and the day-to-day details, and will be skilled with overseeing and coordinating the work of staff and potentially volunteers.

The Director will be a key player in the growth and expansion of this rapidly growing startup organization. The ideal candidate shares a passion for ensuring the integrity and vitality of professional journalism covering Bay Area culture, arts, education, politics and other topics of civic and community importance.

Responsibilities include:

1. Create a strategic development plan to achieve TNP's three-year, multi-million dollar fundraising campaign goal with an emphasis on major donors and foundation grants. Plan and execute activities and timelines to reach this goal.
2. Develop fundraising-related goals and strategies for major donors and foundations with the CEO and Board of Directors. Along with the CEO, engage board members in solicitation of current and prospective major donors.
3. Plan and develop a system for donor stewardship and regular, meaningful recognition of major donors, including overseeing and helping manage donor cultivation events.
4. Conduct research on prospective foundation funders. Build relationships with foundation program officers to identify grant opportunities, and negotiate terms of grant agreements.
5. Oversee stewardship of grant awards, including multi-year pledges, i.e. monitoring and reporting on metrics and results.

6. Oversee and ensure the highest quality standards for the preparation of proposals and solicitation materials for individual major donors and foundations.
7. Over time and in line with the organization's fundraising success, hire and manage a development team.
8. Prepare development progress reports and present to the News Project's executive staff and board.
9. Act creatively to maximize the potential of new technologies for fundraising.
10. Monitor philanthropic, economic, and social and community trends related to the Bay Area and regional journalism models, and ensure that staff and board are informed of changes in trends and initiatives that might impact fundraising for the organization
11. Manage work with staff, partner organizations, and external consultants as required to carry out development activities and meet campaign goals. Develop systems and maintain open and accessible communications among the various parties involved.
12. Provide input to the Director of Membership on the production of a member newsletter, e-newsletter, annual report and other marketing materials to ensure communications are in line with a holistic donor communications strategy.

Credentials:

Bachelor's degree from an accredited college/university.

Knowledge/Experience Required:

The ideal candidate for this position is an experienced and resourceful professional who is well-organized, highly motivated, people-oriented and excited to be part of a growing nonprofit news organization. Qualifications include:

1. A minimum of 5 years of progressive experience in multifaceted development work. Public media experience preferred.
2. Knowledge of and experience with the Bay Area fundraising landscape. Experience with funders of national journalism initiatives is also preferred.
3. Experience with cultivating and building relationships with individual donors, prospects, and foundations.
4. Demonstrated success in developing and managing budgets.
5. Experience developing solid working relationships with board members.
6. Ability to integrate fundraising efforts and communication messages with other activities, including public relations and marketing.
7. Ability to adjust rapidly to new strategies and approaches for building support in a fast-moving environment.
8. Proven leadership in managing staff and external partners.
9. Ability to craft and/or review the production of high quality donor correspondence.
10. Ability to manage multiple tasks and produce fundraising materials on schedule.

If this job description meets your experience and interests, please send your resume and cover letter to jobs@bayareanewsproject.org with the subject heading "Director of Development."