

Development Director

Position Summary: The Development Director is responsible for ensuring the success of KPFA's Bay Area fundraising programming. The Director works with staff, board members, and volunteers to provide leadership and strategic direction to grow KPFA's revenue. They oversee and manage KPFA's efforts to develop fundraising strategies for individuals and private foundations. They also establish quarterly on-air fundraisers to meet annual and long-term revenue goals. They execute personal and program-wide development efforts that identify, assess, cultivate, solicit, and steward donors for pledges, grants, and planned gifts. This position requires a self-starter who is able to work both collaboratively and independently and possesses strong interpersonal and time-management skills. A successful candidate will have a strong commitment to and passion for KPFA's mission, vision and values.

Essential Duties Include:

- Establishes personal and team goals, objectives, and strategies; creates, manages, and evaluates expense and revenue budgets.
- Manages the station's current five annual Fund Drives, procures and/or creates "Thank You" gifts, finds 'matches', coordinates radio host pitching and support staff schedules.
- Develops and executes short-term and long-range major and institutional giving plans that include overall strategy, proposed activities, required resources, and revenue goals; collaborates with the General Manager and Business manager on strategy and activities.
- Regularly assesses progress toward goals and reports to the General Manager.
- Prepare periodic station reports of specific development activities and procured funding sources to be presented to the Local Station Board, Listeners and Staff.
- Provides strategic leadership to KPFA staff and volunteers in designing and implementing fundraising strategies to sustain annual, major gift, and grant support.
- Staff management: Hire, supervise, regularly evaluate and lead the in-house development team of membership coordinator/s, assistants and volunteer associates.

Frontline Fundraising

- Defines and regularly assesses major giving, including overall strategy, proposed activities, required resources, and donor and revenue goals
- Develops a portfolio of approximately 100-150 donors to build relationships with donors whose giving capacity has been rated at \$5,000 and more.
- Executes personal and program-wide institutional giving efforts that identify, assess, cultivate, solicit, and steward private foundations or government entities.
- Develops and implements techniques with volunteers and staff to identify, cultivate, solicit, and steward prospective significant donors.
- Clearly and professionally articulates KPFA's vision and funding priorities to prospects and donors verbally and in writing; prepares written proposals, informational materials,



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endowment agreements, gift illustrations, and other materials needed to secure major gifts.

- Makes proposal presentations for significant gifts and provides training and support to appropriate individuals(s) who will make the solicitations.
- Develops and implements legacy plans for major donors.
- Interprets and integrates market research relevant to leadership giving into fundraising activities as needed.
- Oversees and carries out special projects as assigned.
- Works collaboratively with their team to support the success of five on-air fundraising drives per year and off-air campaigns.

Organizational & Supervisory Responsibilities:

- Works closely with direct reports to plan, guide, and execute professional development plans and opportunities; sets clear, achievable, and measurable goals for individual performance; provides frequent and constructive feedback; and holds staff accountable to themselves, the team, and KPFA.
- Actively participates in our culture of philanthropy, which honors the vital role our donors, volunteers, and community partners play in KPFA's life. Collaborates across teams and departments to steward donors and actively seeks opportunities to integrate philanthropy within KPFA.

Requirements

Education & Experience: Bachelor's degree or seven or more years of related professional experience or an equivalent combination of education and experience sufficient to successfully perform the job's essential duties as listed above.

Position Qualifications:

- Ability to articulate fundraising vision and engender internal and external support.
- Familiarity with Bay Area non-profits, philanthropic, music and arts communities.
- Demonstrated ability to manage budgets and interpret and act upon financial information.
- Exceptional ability to organize staff and motivate external advocates and volunteers.
- High energy level, enthusiasm, initiative, and flexibility.
- Ability to handle and protect sensitive, confidential material.
- Proven experience recruiting, retaining, and leading dynamic and talented people to build superior, inclusive teams.
- Proven experience in successfully managing teams, including setting, motivating, and achieving individual and departmental goals, mentoring and managing performance for all team members, and facilitating communication between teammates with different styles.
- Ability to work cross-departmentally, facilitating cooperation between teams and leading by example to ensure alignment on organization-wide goals.
- Ability to flex communication style to multiple cultural environments.
- Experience building community and conducting outreach on behalf of an organization.
- Experience incorporating the perspectives of multiple communities, including communities of color.



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- An understanding of the concepts of institutional and structural racism and bias and their impact on under-invited communities, either through lived experience and/or training and education.
- Commitment to advancing justice and equity in media.
- Strong self-motivation in carrying out responsibilities, organizing and prioritizing multiple tasks, and meeting deadlines.
- Excellent interpersonal, presentation, relationship-building, and written and verbal communication skills for various audiences, specifically racially, ethnically, and socioeconomically diverse communities.
- Demonstrated ability to work effectively in teams, provide consistent, high-quality service to various internal and external constituents, and adapt communication style to multiple cultural environments.
- Demonstrated ability to maintain a professional demeanor, especially in a fast-paced environment of constant demands and frequent interruptions.
- Demonstrated ability to work effectively with people of diverse backgrounds, promote a
 positive working environment and spirit of cooperation, and react positively to change
 and conflict resolution.
- Deep knowledge, appreciation, and understanding of KPFA's programming and mission.
- Must be able to work an irregular schedule, including evenings or weekends as needed and additional hours during peak times or as required.
- Valid Driver's License, as minimal local travel is required for night and weekend

Physical Requirements: Long periods of being in a stationary position, operating a computer and other office equipment, frequently moving to and from various work areas, often communicating by phone, email, and Google Meet.

Working Conditions: This position requires one to work in the station at least four days a week.

Compensation & Benefits: \$60,000 to \$70,000 annually depending on experience. Employer-paid medical and dental benefits. 403B retirement available with up to 4% employer match. Generous vacation, sick and holiday leave package.

How to Apply: Please submit your resume, cover letter and a brief response (no more than 500 words) to this question "**How would you acquire new donors?**" as three pdf attachments to jobs@kpfa.org by Tuesday, November 12, 2024 at 9 AM.

The Pacifica Foundation/KPFA is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.