



POSITION ANNOUNCEMENT DEVELOPMENT DIRECTOR

Wolfe Center is seeking qualified and experienced candidates for the position of
Part Time Development Director

DEVELOPMENT DIRECTOR (P/T)

Position Overview:

This position is responsible for creating and executing all fundraising activities of the organization, including writing and managing grants, soliciting individual and corporate contributions, supporting capital campaign efforts and executing special events. This position reports to the Executive Director and works closely with the Controller and Board of Directors to successfully execute the agency's fundraising plan, manage all grants and conduct a successful capital campaign.

Responsibilities:

- Responsible for solicitation of all contributed income (about 40% of total operating budget)
- Develop and implement annual fundraising plan, including strategies for:
 - *Institutional support, including private foundations and government agencies
 - *Corporate contributions, sponsorships and in-kind support
 - *Individual donors/major gifts
 - *Direct Mail/Annual Appeal
 - *Fundraising events
 - *Creation of a planned giving program
- Manage all grant writing and grant management responsibilities, including:
 - *Acquire and maintain sound knowledge and understanding of the organization, and use that knowledge and understanding to better comprehend all projects and programs for which grants will be sought and to recommend the seeking of grants; and
 - *Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs; and
 - *Compile, write, and edit all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling; and
 - *Review the budget of a project or program for which funding is sought and make recommendations to better present it to grant-making organizations; and
 - *Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines; and
 - *Keep in contact with grant-making organizations during their review of a submitted grant application in order to be able to supply additional supportive material; and

*Manage the process of supplying progress reports when required by a grant-making organization that has funded a project or program.

- Research all potential funders
- Provide capital campaign leadership
Manage and solicit a portfolio of high level donors and prospects.
Ensure implementation of development-related policies and procedures.
- Participate in the organization's annual planning, goal setting and budgeting process
- Engage board of directors in meeting fundraising goals
- Serve as the organization's primary fundraising liaison to public and private constituencies: including corporations, government agencies, foundations, major donors, etc.
- Direct efforts to develop and improve systems and procedures that track the cultivation and acknowledgement of gifts/grants, manage prospect research and monitor grant reporting
- Create newsletters, emails, appeal letters and other donor communications
- Craft informational materials as needed, including annual report, board recruitment packets, development case statements, etc.
- Manage community outreach efforts and agency public relations
- Other duties as assigned

Qualifications:

- A minimum of 5 years of increasingly responsible development experience, including capital campaign management.
Significant knowledge of and successful track record in fundraising from a variety of sources, including individual, corporate, foundation and government.
- Minimum BA/BS degree.
- Strong knowledge of Napa County
- Demonstrated and sustained success in soliciting six-figure gifts from individual and institutional donors.
- Experience in managing a comprehensive development program, including capital campaign; individual, foundation and corporate giving; planned giving; membership.
- Demonstrated success in working with high-level donors.
- A systematic approach to fundraising strategies and the management of day-to-day operations
- Superior written and oral communications skills, interpersonal and presentation skills.
- Strong computer skills, including MS Office and donor databases (Giftworks preferred)
- Familiarity with social media as fundraising and outreach tools.
- No conviction of any felony or any crime relating to (i) the victimization of children; (ii) violence; or (iii) sexual misconduct; unless the crime is disclosed to the employer, reviewed, and waived based on the employer's determination that it

- does not evidence risk to clients or others. All positions require fingerprinting and a background check, a clean driving record and proof of auto insurance.
- A TB test is required. A physical exam and any other requirements specific to the program and applicable county, state or federal requirements for working with youth in addiction settings may be required.

To be successful as a member of the Wolfe Center team, you will also:

- ❖ Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization
- ❖ Work well with adolescents
- ❖ Be an innovative and creative thinker; you're not afraid to try something new and inspire others to do so
- ❖ Have a very high level of personal and professional integrity and trustworthiness
- ❖ Have a strong work ethic and require minimal direction
- ❖ Work well independently as well as part of a team

Hours: This is a part-time position.

Compensation: DOE. Wolfe Center offers a competitive salary.

To Apply: Please email cover letter and resume to:

Joyce Wynn
jwynn@wolfecenter.org

or fax to:
707.255.5621

Or mail:
Joyce Wynn
Wolfe Center
2310 First Street
Napa, CA 94559

Wolfe Center is an Equal Opportunity Employer (EOE).

About Wolfe Center:

Wolfe Center is Napa County's *first and only* program **dedicated exclusively to providing alcohol and drug prevention and treatment services to teens ages 12-18 and their families.** Wolfe Center is a nonprofit agency that was conceptualized in 1997 and opened in 2004 by a

group of concerned citizens and the Napa County Health and Human Services Agency to address the unmet substance abuse treatment needs of Napa County teens. Wolfe Center provides evidence-based, bi-lingual/bi-cultural alcohol and drug services to over 2,000 teens each year, and currently serves the Napa community with:

- ✿ **Substance Abuse Prevention** groups on middle and high school campuses throughout the entire Napa County
- ✿ **Early Intervention Services** on middle and high school campuses throughout the entire Napa County
- ✿ **Substance Abuse Treatment Groups** on middle and high school campuses throughout the entire Napa County
- ✿ **Intensive, Outpatient Treatment Programs** located at the main Wolfe Center facility in downtown Napa
- ✿ **Parent and Community Education and Support** regarding alcohol and drug issues

Wolfe Center programs are respected as progressive and innovative programs and have received prestigious awards and recognition from the California Department of Alcohol and Drug Programs, as well as a commendation by the Napa County Grand Jury.