



Job Title: Development Manager - Operations and Stewardship

Reports To: VP of Philanthropy

Status: Full Time/Exempt

Location: Oakland, CA, must live in Northern CA and be able to easily travel to Oakland.

Salary: \$90K--\$110K

About the East Bay Community Foundation

Founded in 1928, East Bay Community Foundation (EBCF) is one of the nation's first community foundations. Named the country's "boldest" community foundation in 2019 by Inside Philanthropy, EBCF is dedicated to employing innovative strategies to advance an inclusive, fair, and just East Bay through four core program strategies.

- Arts and Culture for Social and Racial Justice
- Capacity Building with a Racial Equity Lens
- Community Organizing, Power Building, and Movement Building
- Fostering Inclusive Economic Models

As a community foundation, our donors are a critical partner in addressing the racial and economic inequities in the region. We take the time to understand what's important to donors, provide opportunities to align their giving to the priority areas of the foundation, and work in collaboration with our programmatic team that has a thorough understanding of the social and economic challenges in the East Bay and has deep relationships with the nonprofits and policymakers that are most effectively tackling those challenges.

With a strategic regional focus on Alameda and Contra Costa counties, EBCF works towards its framework of "A Just East Bay," which includes grantmaking, impact investing strategies, and a new way of taking steps to build solidarity among donors and community. We commit to employing all of our resources in service to our mission and push beyond industry norms to offer uniquely impactful opportunities for our fund advisors to help build economic equity for all. As a result, EBCF allows fund advisors to make impact investments from their Donor-Advised Funds (DAFs) and grants as a part of their overall giving strategy.

Approaching 100 years of service in the East Bay, join EBCF in eliminating structural barriers, advancing racial equity, and transforming political, social, and economic outcomes for all who call the East Bay home for generations to come.

For more information, please visit: ebcf.org

About the Opportunity

The Development Manager is responsible for managing and supporting all development activities, focusing on operations and stewardship management. The successful candidate will implement engagement strategies that support strengthening donor relations, stewardship, soliciting donors, and deepening the impact of the Department. This position reports to the Vice President of Philanthropy

(VPP). The manager will be resourceful, co-create a culture of inclusion, trust, and productivity, and demonstrate initiative to help advance the Department's goals and ensure EBCF's long-term financial health to advance a Just East Bay.

Essential Duties & Responsibilities

Planning and project management

- Manage department processes and operations, including planning, budgeting, communication, and tracking to facilitate data-driven fundraising strategies.
- Analyze, improve, and document team policies, procedures, and project management systems to improve and enhance overall fundraising performance.
- Lead planning and carrying out fundraising campaigns, initiatives, and events.

Reporting and data management

- Responsible for database information, strategy, and systems implementation to provide regular reports and updates to VPP and various stakeholders, including monthly fundraising revenue statements and dashboards.
- Oversee data integrity, gift processing, and donor record maintenance.
- Analyze fundraising metrics and data to identify growth opportunities.
- Maintain Legacy Giving campaign records and support Philanthropic Advisors, as needed.

Donor Stewardship & Prospecting

- Conduct individual and institutional donor research; maintain and build major donor solicitor portfolios.
- Prioritize building processes to improve relationships with donors and provide vital customer service.
- Analyze fundraising metrics and data to identify growth opportunities.
- Manage stewardship campaign logistics, including supporting Board Committees and other teams.

Events Management

- Collaborating with team members, plan, coordinate, and execute fundraising event logistics to support the foundation's mission and raise funds. These activities include managing event budgets, timelines, vendor relationships, registrations, logistics, marketing and promotions, and post-event tasks. These events include Galas, speaker series, donor tours, and other types of fundraising and stewardship events.
- Ensure events meet revenue goals and provide maximum exposure for the foundation.
- Manage post-event tasks like acknowledgments, surveys, financial reconciliations etc.

- Analyze event performance and identify opportunities to improve future events.

Skills, Knowledge & Experience

- Bachelor's degree or equivalent experience with 3-5 years of prior development or fundraising background, preferably in a philanthropic, nonprofit, or community-based organization.
- Project management skills with a strong track record of creating work plans, setting goals, and balancing multiple tasks and projects to meet deadlines.
- Excellent written and verbal communication skills and attention to detail.
- Superior MS Office Suite skills (specifically advanced pivot features in Excel), as advanced work requires a high level of ability to create and finish planning and presentation documents on time.
- Experience with database and CRM platforms, ideally for a philanthropic institution or nonprofit, such as FIMS – Blackbaud, Raiser's Edge NXT, Salesforce, Granthub, Give Interactive, and project management tools.
- Experience using AI research tools such as ChatGPT, ClaudeAI, and Bard.
- Demonstrated experience in event planning and management.
- Experience or coursework in the fundamentals of fundraising.
- Experience working with volunteers, including Board members.
- Demonstrated planning, budgeting, and reporting abilities.
- Strong writing skills.
- Proven ability to conduct donor research and utilize tools for donor prospecting.
- Strong relationship-building and interpersonal skills with diverse stakeholders.
- Flexibility: able to adjust activities and priorities and take on new responsibilities.
- Solid teamwork and collaboration skills.

The successful candidate in this role will embody:

- An openness, fluency, and comfort in talking about oppressions such as racism, sexism, and classism, and an understanding of how their own experiences and background relate.
- A strategic mindset while also appreciating the importance of how day-to-day administrative support contributes to EBCF's mission.
- A knowledge of and relationships in the East Bay, particularly around philanthropy and its social justice landscape, including community foundations, private foundations, and nonprofit agencies.
- A positive attitude, a growth mindset, and a sense of humor.
- A high degree of initiative, flexibility, and the ability to thrive in a fast-paced environment.

Racial Equity Competencies

Understanding and Applying Racial Equity

Demonstrate commitment to building or deepening the understanding of racial equity:

- Using core terms and concepts such as structural racism, white privilege, and anti-Blackness;
- The role that racial inequity has played and continues to play in our society;
- How race impacts supervisory relationships, team dynamics, and organizational culture;
- How personal/implicit/unconscious bias affect decision-making;

Working for Racial Equity

- Consistently assess structural implications and racially disproportionate impacts of policies, activities, and decisions within the context of their job responsibilities; race/ethnicity, intersection of race/ethnicity, gender, identity, and/or sexual orientation;
- Consistently adhere to organization's racial equity policies and procedures, including those that relate to hiring, retention, and promotion;
- Consistently identify and disrupt ways in which bias plays out in work and/or team;

Leading on Racial Equity

- Effectively encourage people to have honest conversations about racial equity, and accept feedback openly, non-defensively, and from a posture of learning.
- Consistently address structural implications and racially disproportionate impacts of policies, activities, and decisions by identifying and implementing changes that can produce more equitable outcomes. This applies not only in terms of race/ethnicity, but also at the intersection of race/ethnicity, gender identity, and/or sexual orientation.
- Consistently set racial equity outcomes, goals, and performance measures for team, department, or organization, and develop and successfully implement plans to achieve them.

BENEFITS

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with a 5% employee match, group term life insurance, disability insurance, 15 days of paid time off in year one, 20 days in year two and thereafter, sick leave, and 17 paid holidays per year. Plus, Health Care and Dependent Care Flexible Spending Account, an Employee Assistance Program, an annual professional development budget, commuter benefits, and a matching gifts program.

Location and Schedule

This full-time position, in a hybrid environment, will require working onsite (200 Frank H. Ogawa, Oakland) for a minimum of three days per week, depending on job duties and agency requirements. It



may also include occasional local travel to and from partner organizations, businesses, and donors. Depending on the events schedule, it may occasionally require working evenings or weekends.

COVID-19 Vaccination: All employees are required to adhere to EBCF's COVID-19 policies.

About the Application Process

To apply, please email a combined PDF or Microsoft Word File of a cover letter and resume to jobs@eastbaycf.org Please use the subject line: **EBCF Development Manager**. Applications will be reviewed as they are received.

The East Bay Community Foundation (EBCF) is an equal-opportunity employer committed to racial justice and equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.

Research has shown that women and people from marginalized groups may not apply for a role if they aren't a 100% match. Please don't hold back. If you think you will excel in this role, but perhaps you don't tick every box, we'd appreciate the opportunity to consider your application.