



Director of Development & Impact

STATEMENT OF ORGANIZATIONAL PURPOSE:

Children are facing a growing wave of complex issues, fueled by technology, social media, and the internet, tragically leading to destructive behavior on levels never seen before. Teen Esteem is a non-profit organization that exists to educate and equip kids and their parents with practical tools that provide relief, validation, and hope, both for this moment and throughout their lives. To learn more about Teen Esteem, visit www.teenesteem.org and follow us on Instagram @teen_esteem_ca

POSITION SUMMARY:

The position will be an integral part of a small, dynamic team. As a key leader in Teen Esteem, the Director of Development & Impact will work closely with the CEO on strategy development, planning, execution, and other key fundraising initiatives. The Director will report to the CEO and will have responsibility for measuring and communicating the impact of Teen Esteem's programs, working with the CEO to evolve the organization's programs.

The highly-relational, full-time Director will think strategically and act tactically in areas of stewardship of existing donors, cultivation and solicitation of new donors and businesses, digital communications, ongoing and targeted fundraising campaigns, community relations, and small events.

ESSENTIAL DUTIES AND RESPONSIBILITIES - Include but are not limited to the following:

I. Revenue Generation

- a. Develop and execute a strategic annual fundraising plan.
- b. Research, analyze, plan, and evaluate comprehensive fundraising programs to meet the operational and capital needs of Teen Esteem, both short-term and long-term.
- c. Create content and materials needed for fundraising programs, proposals to donors, gift recognition, and fulfillment, appeal letters, etc.
- d. Manage the donor database and associated staff, making sure information is up to date, accurate and acknowledgements are sent in a timely manner
- e. Raise funds consistent with the current budget and in line with the five-year vision.

II. Relationship Building

- a. Identify and cultivate prospective individuals and businesses for deeper engagement. Discover who they are and what they care about. Relentlessly search for and seek out champions for Teen Esteem.
- b. Engage regularly in face-to-face contact with key donors and organizations.
- c. Keep donors feeling connected, updated, and valued as true partners.
- d. Communicate vision, program strategies and accomplishments with stakeholders.
- e. Grow the donor base annually by discovering and developing new major donor partnerships through intentional networking and research.

III. Stewardship – donors, corporate businesses and local organizations

- a. Provide customized reports annually showing the impact of donors' giving and why it matters. Adjust according to stakeholders' preferred mode and frequency.
- b. Coordinate logistics and database management with staff assigned to various development activities.
- c. Recruit, train, and supervise volunteers involved in fundraising activities.
- d. Collaborate with external Grants Manager who solicits from foundations and governmental entities.

IV. Communicate the impact of Teen Esteem's work

- a. Integrate impact information into the Teen Esteem "story."
- b. Communicate impact through the production of written material, data visualization, digital media content, donor conversations, and speaking engagements.
- c. Work with the CEO and Teen Esteem team to improve the organization's programs to increase their impact.

EDUCATION & EXPERIENCE – minimum requirements

- Bachelor's degree.
- Minimum 4 years in major and annual gift solicitations.
- Experience creating and implementing fundraising events.
- Knowledge of fundraising/revenue-generating principles and methodologies.
- Working knowledge of donor databases (ETapestry, Raisers Edge, DonorView, etc.), Microsoft Office, Google survey and Zoom.
- Adept at managing budgets including forecasting.
- Non-profit experience preferred.
- Marketing experience helpful.

SKILLS & ABILITIES

- Passion for Teen Esteem's mission, vision and local community.
- Possess a high relational/emotional intelligence, and value confidentiality.
- Ability to work as a team member that builds trust and credibility.
- Strong public speaker with excellent written communication skills.
- Ability to network and engage people to action.
- Strong sense of urgency and flexible to maximize opportunities.

WORKING CONDITIONS:

- Hybrid – remote and in-office work settings.
- Flexible hours: evenings and weekends will be required at times.
- Ability to obtain and maintain a California non-commercial Class driver's license.
- Must reside in local Bay Area.

SALARY

- Salary commensurate with experience, starting range \$100-\$120k. Benefits included.

Please e-mail your letter of interest and resume to admin@teenesteem.org

Teen Esteem is committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know.