



Job description

Director of Development

Storyteller Children's Center is seeking a dynamic, organized, and experienced director of development to join our team of dedicated individuals.

ABOUT US

Storyteller Children's Center (Storyteller) is a therapeutic preschool that provides high-quality early childhood education for children who are from low, very low-income, and underserved families in southern Santa Barbara County, as well as comprehensive support services for them and their families. Storyteller operates two fully-licensed early childhood education centers and annually serves an estimated 85 children ages 18 months - 5 years and their families. Our programs are trauma-informed and strength-based. Our goals are to prepare preschoolers for kindergarten, increase resilience and promote protective factors in children, caregivers, teachers, and the community. We focus on positive social-emotional outcomes for our students by providing culturally and developmentally appropriate learning environments. We support parents in gaining new techniques and skills to support their role as a child's first teachers. Currently, we receive funding from Head Start and the California Department of Education. All of our children receive subsidies for their tuition.

POSITION SUMMARY

Manages Storyteller's development department to maintain and grow funding opportunities, increase donor awareness of the mission, and cultivate community partnerships. The director of development creates and implements a strategic development plan and ensures that the plan's goals and objectives are met consistently by stakeholders, staff, Storyteller's Board of Directors, development committee members, and Advisory Board members, along with other fundraising volunteers.

The director of development works closely with the executive director, the board of directors, and community members participating on the development and advisory board committees.

JOB DUTIES

Oversight of the development department in collaboration with the executive director. This includes the following duties:

Fundraising

- Creating and implementing a comprehensive development plan with specific goals, revenue targets, timeline, and action steps reflecting the board's and executive director's strategic plan.
- Prepare monthly development reports for the executive director and board of directors. Prepares, monitors, and updates development budgets and goals annually.

- Work closely with the executive director, board of directors, and development committee in identifying and designing new fundraising projects.

Grants

- Conduct prospect research for current and potential major donor support in conjunction with the executive director.
- Develop and implement a major gifts program including screening prospects, and cultivating donors in collaboration with the executive director.
- Contact, meet, and cultivate donors.
- Collaborate with the program manager to ensure that all program content and related data are current and relevant for grant applications and reporting purposes.
- Research and identify new grant opportunities.
- Schedule and facilitate engagement with Foundation personnel.
- Oversee the maintenance of accurate and up-to-date information in the database of all grant deadlines, report requirements, and donor activity, to keep the executive director informed.
- Draft, review, edit and finalize grant applications, foundation reports, and correspondences.

Events

- Event planning and coordination for the bi-annual gala and other fundraising events throughout the year.
- Coordinate board materials, schedule board and advisory board meetings, and create opportunities for donor engagement.

Donor Relations

- Monitor and update the DonorPerfect software system.
- Ensure all media (Facebook, Instagram, LinkedIn, etc.) is active and updated regularly.
- Provide project management, volunteer guidance, and support for each program.
- Maintain active relationships with long-term donors in accordance with their preferences.
- Provide assistance, guidance, and training to volunteers for development projects.
- Coordinate and produce quarterly newsletters and other mailings to donors.
- Draft, review, edit and finalize routine correspondence to donors including impact reports, solicitations, thank-you letters, and other follow-ups as needed.
- Oversee the development office, systems, supplies, and budget.
- Oversee the processing of gifts and pledges.
- Generate routine and specialized reports from the database for the executive director and the board.

GENERAL REQUIREMENTS

- Minimum 5 years of fundraising experience.
- Possess the ability to work independently with strong organizational skills.
- Possess excellent interpersonal communication skills and the ability to work with clients, staff, parents, and volunteers.
- Possess strong writing and speaking skills (English/Spanish bilingual preferred).
- Clearance of the DOJ/FBI/Child Abuse Index fingerprint process.
- Clearance of a pre-employment physical examination and tuberculosis (TB) test.
- Verification of the Measles, Mumps, and Rubella (MMR), Diphtheria, Tetanus, and Pertussis (DTaP) vaccinations.
- Proficiency in Microsoft Office, Gmail, Google Drive (e.g. Docs, Sheets, Calendar), and Zoom.

- Knowledge of office equipment usage (copiers, scanners, and technology required in a management position).

EDUCATION AND CERTIFICATES

The ideal candidate will:

- Have a bachelor's degree or higher.
- Hold a valid California Driver's License.

SALARY: \$75-\$100k dependent upon experience. This is an exempt position. Benefits after 30 days include health, dental and vision insurance, sick/vacation accrual, paid holidays, and an IRA retirement plan.

TO APPLY: Please submit a cover letter and resume for consideration to Adriana Serdio at adriana@storytellercenter.org.

EQUAL OPPORTUNITY EMPLOYER: Storyteller Children's Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, gender, gender identity or gender expression, national origin, age, religion, disability, veteran's status, or sexual orientation.

Job Type: Full-time

Work Location:

- State Street Site

Work Remotely

- No

COVID-19 considerations:

We are committed to maintaining a safe and healthy work environment for employees based on guidelines from the CDC, Cal OSHA, local health departments, and other reputable health and professional organizations.