



DEVELOPMENT DIRECTOR

Classification: Part Time

Reports to: Executive Director

San Diego, California

Position Summary

The Fieldstone Leadership Network is seeking a development professional to take the lead in building a philanthropic enterprise for the Fieldstone Leadership Network in Orange and San Diego Counties, raising funds to support and sustain the programs of the Network. The position is best-suited for someone looking for job flexibility, while creating a strong donor pipeline model. This person will ideally reside in San Diego, but will work with staff and donors in both San Diego and Orange County. Primary responsibilities include creating and carrying out a development strategy, including donor cultivation, retention and support, with support from the Executive Director and the Leadership Network Manager, leading to a minimum of \$200,000 raised in their first year. The selected candidate should have a history of strategic solicitations with an emphasis on building long term donor-centric relationships.

History

The Fieldstone Leadership Network is at a pivotal point in our history. While originally established as a separate 501(c)3 organization to serve as a corporate foundation, the business operations of The Fieldstone Group of Companies have ceased in Southern California. Recently renamed and rebranded *Fieldstone Leadership Network*, its primary focus is to strengthen the nonprofit community by providing a continuum of learning programs that develop executive leadership, increase agency capacity, and sustain a collaborative and vibrant network.

Fieldstone Leadership Network

The Network believes that people are the greatest asset of a nonprofit organization. As such, it is called to help people who have found their vocation in the social sector develop their talents, skills, and ability to impact others; strengthening nonprofit leadership is a large component of the Network's mission and work.

Roles and Responsibilities:

- Create and execute a development plan.
- Identify, build and manage a portfolio of 25-40 major gift prospects (\$10,000 or higher).
- Meet established fundraising visit and solicitation metrics.

- Create and manage Donor Database: enter gifts, pledges and notes into donation database & produce and distribute approved solicitation and acknowledgement letters.
- Run queries and produce reports and mailing lists as requested.
- Individual Relations: research potential donors, set appointments and meet with potential donors, with support from Executive Director and Leadership Network Manager as requested. Provide support for donor visits, including donor/marketing materials as requested.
- Perform other related duties as assigned in support of the Fieldstone team.

Candidate Profile:

- Bachelor's Degree
- Have a proven track record of individual strategy focused cultivation and solicitation, included demonstrated success in building donor pipeline
- The ability to work independently as well as work effectively in a team setting
- Outstanding written and oral communication skills, as well as excellent critical thinking and analytical skills
- 3-5 years in progressive fundraising roles
- Strong planning, organization, time management, communications, and multi-tasking skills
- Donor database experience a plus
- Computer skills: Proficiency in MS Office applications is required
- Interest, understanding, and commitment to Fieldstone Leadership Network's mission, goals, and programs

Salary and Benefits

- Position is part-time, approximately 20 hours per week, with the possibility of additional hours upon applicant success. The position hours are flexible, and remote work is a possibility.

How to Apply

Candidates are encouraged to submit a one-page cover letter, including your interest in the position and unique qualifications, along with your resume to robins@fieldstoneleadership.org. In order to expedite the internal sorting and review process, please type your name and RESUME in the subject line of your e-mail.

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www.fieldstoneleadership.org