



Berkeley Public Schools Fund DEVELOPMENT OFFICER

Overview

The Berkeley Public Schools Fund (the Schools Fund) is a non-profit organization with deep community roots, established in 1983. Through core grantmaking and volunteer programs, the Schools Fund collaborates with educators and community partners to promote equity in Berkeley's public schools so that all students thrive.

The Schools Fund supports the Berkeley Unified School District, a district with a diverse population of 10,000 students and 19 schools.

The Schools Fund staff and board work together to promote equitable access to a high quality public school experience.

As part of a dynamic and innovative team, and reporting to the Executive Director, the Development Officer will manage and implement the fundraising strategy for the Berkeley Public Schools Fund. The Development Officer will work with the Executive Director to ensure that the Schools Fund meets its fundraising goals to support an annual budget of approximately \$2 million.

Primary Responsibilities

Donor Cultivation & Stewardship:

- Work closely with the Executive Director to implement a donor engagement strategy for individual donors.
- Develop successful identification, cultivation, solicitation and stewardship strategies to direct and monitor the progress of donor relationships.
- In collaboration with Executive Director and members of the Board of Directors, identify, cultivate, solicit and steward a portfolio of current and future major donors.
- Meticulous attention to donor database and record keeping. All prospect/donor contacts, visits and gifts will be annotated in the Salesforce database within two days of each activity or occurrence.
- Generate regular reports related to donor pipeline, donor segmenting, and donations received.

Marketing & Communications:

- Ability to strategize and execute compelling communication tools that drive people to support and champion the Berkeley Public Schools Fund, including social media communication and marketing events.

Fundraising Events:

- Utilize events to raise awareness of the Schools Fund.
- In collaboration with Executive Director and other team members, strategize, plan, and execute fundraising events.

Competencies

- **Communication:** Deliver written communications with clarity and impact, effective listener; clearly and thoughtfully communicates with others.
- **Reliability:** Accountable; maintain focus; punctual; meet deadlines.
- **Problem Solving:** Persist in efforts to solve issues; take personal responsibility for outcomes; respond quickly. Strategic thinking and planning skills.
- **Teamwork:** Accountable to the team; participate effectively in teams and work effectively across the organization.
- **Attention to Detail:** Strive to eliminate errors; seek opportunities to improve performance.
- **Cultural Sensitivity:** Ability to work with a diverse community; open to different perspectives.
- **Integrity and Ethics:** Actively model the highest ethical standards; maintain confidentiality and appropriate boundaries.
- **Computer Proficiency:** Computer-based skills; use technology to enhance job performance. Strong proficiency with common office software and internet applications, including Salesforce.
- **Social Media:** Knowledge of best practices for fundraising via social media

Education & Experience

- Bachelor's Degree or other relevant professional/life experience
- Demonstrated success and increasing responsibility in non-profit fundraising.

Compensation and Benefits

Compensation commensurate with experience \$80,000 - \$100,000. Benefits including health insurance, generous vacation and holidays, parental leave, 401K, and more.

Equal Employment Opportunity

The Berkeley Public Schools Fund is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

To apply, email your cover letter and resume as a single .pdf file articulating your interest in this role to erinrhoades@berkeley.net with the subject line Development Officer Application.