

Director of Development
Seva Foundation, Berkeley, California

Seva Foundation seeks a highly competent and creative Director of Development to help lead an intensive process of expansion and growth.

About Seva Foundation

Seva (say-va) is a Sanskrit word for service. Since 1978, Seva Foundation has been a donor-supported non-profit organization with a mission to alleviate suffering caused by poverty and disease.

Working in nine countries in addition to the United States, Seva provides financial resources and technical expertise to support community partners in building sustainable solutions that improve the health and economic security of people in need.

Best known for our sight-restoring eye care programs in Asia and Africa, we also work with indigenous communities in Guatemala and Mexico, along with Native American communities — supporting projects in the areas of health and wellness, community development, environmental protection and cultural preservation.

For more information, visit www.seva.org.

Overview of Position

The Director of Development is responsible for:

- Sustaining and increasing funding for the Seva Foundation through ways that engage and educate our donors and encourage a long-term financial contribution and commitment.
- Providing leadership, strategic direction, operational oversight and mentoring for a growing Development Department team.
- Working with the Executive Director, other senior staff, board members and volunteers to build an effective, long-term development program to support the planned expansion of the organization.

Major Duties and Responsibilities

- Lead the development of strategic and tactical plans for integrated fundraising programs and a comprehensive campaign. Ability to simultaneously fundraise for three or more diverse programs.
- Diversify and increase income from individuals, corporations and foundations.
- In collaboration with the Executive Director and Board of Directors, expand and manage a comprehensive major gifts program — identifying, cultivating and soliciting contributions from major donors and major donor prospects. Conduct personal visits with prospects and donors.

- Responsible for the development and growth of a planned giving program.
- Develop and manage calendar of fundraising activities.
- Lead and mentor the Development Department team. Maintain employee performance evaluation and development system including specific metrics, goals and training to meet established employee performance and development goals. Encourage professional development of staff to increase their skills and effectiveness.
- Collaborate with the Communications Director on marketing, public relations and communications outreach.
- Maintain ongoing contact with program staff regarding program activities and plans. Examines ways of packaging and marketing these programs to philanthropic supporters.
- Work with program staff and accounting management to coordinate allocations of funding to program areas and in annual budgeting processes.
- Maintain knowledge of news and trends in the international community as it relates to Seva's programs.
- Work closely with the Executive Director to maintain and enhance strong relationships with current foundations and other institutional donors.
- Available for travel approximately 25% of time.

Qualifications and Experience

- Bachelors or comparable degree and CFRE preferred.
- 7–10 years of fundraising experience in roles demonstrating effectiveness and increasing levels of responsibility.
- Experience with foundation, government, corporate and individual donors, with emphasis on expanding a major donor program. Comprehensive Campaign experience preferred.
- Proven track record of closing major gifts from individuals, foundations and corporations.
- Aptitude for working in a highly diverse environment and ability to interact with a wide variety of constituencies.
- Demonstrated leadership capacity with an organization-wide perspective.
- Excellent written and verbal communication skills
- Demonstrated ability to establish priorities and objectives, implement plans and achieve goals.

- Proficiency in Microsoft Word, Excel and fundraising software. Raiser's Edge experience preferred.
- Ability to function independently as well as participate in and contribute to a successful team effort.
- Experience with international programs a plus.

Full time position, reports to Executive Director. Salary depending on experience, plus excellent benefits.

Application

To apply, send resume and cover letter to:

Hiring Manager
1786 Fifth Street
Berkeley, CA 94710

Or email to jobs@seva.org with subject line: Development Director.

Or fax to (510) 845-7410.

No calls, please!

Position is open until filled.

Seva is an equal opportunity employer.