DIRECTOR OF DEVELOPMENT

POSITION TITLE: Director of Development
REPORTS TO: Co-founders
CLASSIFICATION: Full-Time salaried
SALARY: $90,000 - $100,000 with benefits

San Jose Spotlight is Silicon Valley’s only nonprofit news organization dedicated to independent political and business reporting. We’re seeking an exceptional, mission-driven Director of Development to join our team and make a real impact in the lives of residents in Silicon Valley.

As our Director of Development, you will have the opportunity to shape the future of journalism by growing a network of donors who share our vision. You'll be at the forefront of our fundraising efforts, connecting with a robust community of philanthropists who are committed to supporting public service journalism, leveraging your exceptional interpersonal skills to engage them through regular meetings and communication, and inspirational cultivation events. You'll be part of an organization that believes in the power of journalism that strengthens communities and inspires positive change.

At San Jose Spotlight, we believe in investing in our team members' growth and professional development. You'll have access to a collaborative and supportive work environment, where your ideas and expertise will be valued. And you'll work alongside talented individuals who are passionate about making a difference in our community and building a movement that ignites civic engagement and strengthens our democracy.

Fast Facts
• Established in 2019
• Employees: 11
• Annual budget: 1M
• Headquarters: San Jose, CA

Organizational impact in 2022
• 104% growth in reader revenue
• 115% growth in e-newsletter subscribers
• 107% growth in average monthly site users
Responsibilities:

**Fundraising Strategy & Operations**

- Develop and execute a comprehensive fundraising strategy aligned with San Jose Spotlight's mission and growth goals.
- Identify diverse revenue streams and strategic fundraising approaches to ensure financial sustainability and growth.
- Oversee the development and management of donor databases, tracking systems, and reporting tools to monitor major gifts' progress.
- Work closely with the finance team to establish and manage fundraising budgets, revenue projections, and expense allocations.
- Ensure compliance with all relevant fundraising regulations, ethical standards, and best practices.

**Major Gifts**

- Develop and implement a strategic major gifts fundraising plan that aligns with revenue goals.
- Build a robust pipeline of major gift prospects and manage a portfolio of key donors.
- Work closely with the Co-founders and Board of Directors to identify, cultivate, and steward relationships with high-net-worth individuals to secure major gifts.
- Build strong and meaningful relationships with donors through regular communication, meetings, events, and other stewardship activities.
- Ensure appropriate and timely acknowledgment, recognition, and reporting to major donors.
- Organize and oversee donor events to engage the community and raise funds for San Jose Spotlight.

**Institutional Giving**

- Research, identify, and pursue grant opportunities from foundations and corporate philanthropies.
- Prepare and submit grant proposals and manage grant reporting requirements.

**Donor Communication**

- Develop compelling fundraising materials, including newsletters, appeals, major giving proposals, case statements, and impact reports, to effectively communicate with donors and stakeholders.
- Represent the organization at external events, conferences, and meetings to enhance its visibility and expand its network of donors and funders.
Requirements:

- Proven track record of at least 5 years in nonprofit fundraising, including experience with major gifts, foundations, and corporate partnerships.
- Strong understanding of fundraising principles, strategies, and best practices, particularly in major gifts fundraising.
- Excellent relationship-building and stewardship skills, with the ability to engage and inspire donors at all levels.
- Strong understanding of the San Jose community and its philanthropic landscape.
- Demonstrated success in meeting fundraising goals and cultivating long-term relationships with donors and partners.
- Excellent written and verbal communication skills, with the ability to convey complex concepts effectively.
- Proficiency in using donor management and fundraising software.
- Passion for journalism and media's role in empowering communities and promoting transparency and accountability.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously.
- Flexibility to work occasional evenings and weekends for fundraising meetings and events.

Compensation and benefits

- Salary range of $90K-$100K based on experience
- Comprehensive benefits package including health, dental, and vision insurance
- 401K retirement plan
- Flexible Paid Time Off
- Monthly equipment stipend
- Professional development stipend

To Apply

Candidates are strongly encouraged to apply as soon as possible. If interested, please fill out this quick form here: [http://bit.ly/44Vb5Y7](http://bit.ly/44Vb5Y7).

*San José Spotlight is an Equal Opportunity Employer. The organization values and celebrates diversity and work towards equity. Candidates of all backgrounds and identities are encouraged to apply*