Position Title: Director of Development  
Reports to: President & CEO

PRIMARY RESPONSIBILITIES

California Humanities seeks a dynamic, creative, and experienced Director of Development to lead fundraising efforts with a long-term approach to organizational growth and innovation as the organization looks to its future. With new leadership, and a strong foundation of grantmaking and programmatic excellence, California Humanities is ready to take an exciting step forward in increasing resources for greater impact statewide, especially as it develops a new strategic framework. Founded in 1975, California Humanities is the state’s only independent, non-profit partner of the National Endowment for the Humanities. Over the last 48 years, the organization has supported thousands of filmmakers, authors, artists, scholars, libraries, museums, universities, and community centers through grants and public programs, and we are looking at how to best serve the people of California.

Reporting to the President & CEO, the Director of Development serves as a key leadership team member and an active participant in strategic decision-making affecting California Humanities. This position is responsible for all fundraising and development activities, designing and implementing a development strategy and system for California Humanities that diversifies its funding portfolio beyond its core operating support from the National Endowment for the Humanities. The successful candidate will help forge new relationships to build California Humanities’ visibility, impact, and financial resources across California, and will work closely with the Board of Directors and President & CEO to maximize their development potential.

LEADERSHIP AND DEVELOPMENT RESPONSIBILITIES

• Create and implement annual and long-term three- and five-year fundraising plans integrated with Program staff, Communications, and Operations. Plan, implement, and evaluate fundraising activities, which may include an annual giving campaign, major donor cultivation, special events, and institutional gifts from foundations, corporations, and government sources.
• Develop department’s annual operating budget, in coordination with the CEO; monitor budgets in coordination with Development staff.
• Collaborate with the President & CEO to engage the Board in fundraising strategies, to increase the Board’s fundraising capacity and effectiveness, and to actively involve Board members in identifying, cultivating, soliciting, and stewarding individual and institutional donors.
• Manage and implement fundraising events, receptions, donor cultivation activities.
• Research and implement new trends in giving that utilize crowdsourcing, social media, and other technology tools.
• Develop and deliver materials, information, and presentations for the Board, and attend and staff full Board and Board committee meetings.
• Work with Program staff to develop and align targeted fundraising campaigns for on-going programs and initiatives, including development materials and communications strategies to advance programmatic goals.
• Partner with Communications staff on strategic communications aimed at promoting philanthropic giving and raising the visibility of California Humanities, its programs, and its interests.
• Collaborate with the Database Administrator and Finance staff on compliance systems and procedures, as needed.
• Cultivate and maintain relationships with individuals, foundations, organizations, and government institutions to further development goals and the mission of California Humanities.
• Hire, supervise, train, and evaluate Development staff, when appropriate.
• Oversee, participate in, and encourage a culture of fundraising among staff in order to advance the mission of California Humanities.
• Participate in relevant development professional associations and attend conferences and meetings as appropriate.
• Represent California Humanities to a variety of constituents, including philanthropic decision-makers, advisors, partners, consultants, grantees, and the public.
• Other duties as assigned by the President & CEO.

The ideal candidate will have:
• A successful track record in both large gifts and in developing fundraising programs and systems from the ground up.
• An understanding of and a deep appreciation for the humanities, as well as experience working for a cultural organization.
• A flexible, supportive, and collaborative approach in the workplace, as well as a good sense of humor.
• Donor database experience, particularly Salesforce.

While California Humanities is based in Oakland, the position can work remotely from anywhere in California. Candidates must be willing to travel periodically as part of their work.

Salary range is $95,000 to $105,000. Benefits package include a 7% employer contribution to a 403b plan; 100% medical, dental, and vision; and life, short term, and long-term disability coverage.

Please send resume and cover letter to jobs@calhum.org by August 4, 2023.

California Humanities is an equal opportunity employer and believes in a diverse work force, and applicants from all communities are encouraged to apply.