Development Manager

Job Description

The Oakland Fund for Public Innovation (OFPI) reaches across the city, engaging private partners to innovate, test, and scale ideas that enhance Oakland. The Fund strives to improve the prosperity, safety, and quality of life for all Oaklanders with projects that:

- Build a more trustworthy and responsive government
- Allow Oaklanders to stay rooted and thrive in our city
- Create a more vibrant and connected Oakland for all who live, work, and play here

This approach is outlined in the Resilient Oakland Playbook, a strategy document developed to help the City of Oakland tackle systemic and structural challenges. The Oakland Fund sponsors projects seeking innovative solutions in a collaborative environment, engaging public and private resources, and delivering measurable results.

Summary:

OFPI is looking for a results driven Development Manager. This is an opportunity to be part of an exciting, equity-centered start-up with a goal of effecting positive social change at scale. As OFPI seeks its ambitious strategic plan to raise $10M over the next three years, the Development Manager will play a key supporting role in identifying, engaging, cultivating, and stewarding OFPI’s philanthropic donors. Although the CEO currently leads the development strategy, this position will coordinate the efforts to ensure efficient and effective execution of the plan.

OFPI’s fundraising strategy centers on large gifts, primarily from foundations. We seek 6+ figure gifts from local and national funders. Our goal is to maintain a robust set of champions, who not only make large investments but also leverage their connections and influence.

As our Development Manager, you'll be expected to lead strategy, execute proactively with minimal oversight, anticipate risks, monitor goals, and adapt based on learnings.
JOB RESPONSIBILITIES

Fund Development (90%)

● Lead donor prospecting
  ○ Develop Annual Fundraising Plan
  ○ Manage list of prospects to engage
  ○ Create outreach strategies
  ○ Coordinate and prep CEO outreach
● Complete New Funding Applications
  ○ Work cross-functionally to complete grant applications
  ○ Project management to ensure deadlines are met
  ○ Prep budgets with COO
  ○ Prep/draft and submit proposals
● Manage existing grants
  ○ Monitor grant reporting
  ○ Draft/compile and prepare reports for submission
● Manage and maintain OFPI’s donor and project management systems

Operations and Communications (10%)

● Calendaring and coordination between multiple constituents including but not limited to the CEO
● Assist the broader team in coordinating the agenda of team meetings and off-sites.
● Collaborate and build relationships internally and externally, including communicating effectively with people at all levels of the organization
● Lead the development of marketing outreach/collateral highlighting partnerships for individual donors, foundations, community-based organizations, and city government
● In partnership with Director of Partnerships, execute publishing content across various channels and formats highlighting OFPI’s partnerships and results (for partners, donors, blogs, videos, social, website, etc.)
Key Skills:
- Proven ability to hold self and others to achieving project milestones and goals
- Excellent writer
- Exceptional organizational skills and attention to detail
- Networking aptitude
- Team player with a sense of humor
- Clear and courageous communicator
- Ability to design content for external audiences on multiple platforms
- Internal and external stakeholder engagement

Candidate Profile:
- Bachelor’s Degree required.
- Passionate about Oakland and dedicated to its communities.
- Cares deeply about issues affecting Oaklanders in the city’s highest need zip codes.
- Strong alignment with OFPI values: courageous communication, speed, and teamwork.
- 5+ years of experience in fundraising and special events.
- 5 years minimum successful fundraising experience and expertise closing on $1M in revenue, through corporate sponsorship, peer-to-peer fundraising campaigns and major gifts.
- Ability to close face to face fundraising and sponsorships.
- Highly skilled at multi-tasking and managing several competing priorities.
- Exceptional time management skills with ability to support a high-paced, nimble team.
- Skilled at synthesizing information, research, and data for multiple audiences and with recommendations to drive action.
- Results-driven, courageous, and adaptive.

ADDITIONAL DETAILS

Position Title: Development Manager
Job Location: Oakland, CA - Hybrid
Position Type: Full-time
Reports to: Chief Operating Officer
Salary: $85,000 - $90,000
Expected Start: November 2023
*Candidates from or living in Oakland strongly encouraged to apply
Benefits:

Full-time employees are offered a competitive and generous benefits package including 100% employer paid medical, dental and vision. 401k match, generous PTO, and 12 weeks parental leave.

How to Apply:

Submit a cover letter and resume to jobs@oaklandfund.org with the title "Development Manager" in the subject line.

We're prioritizing applications received by September 1, 2023. The interview process will begin the week of August 28th.

Hiring Statement
OFPI is a work environment that is dynamic, rewarding and enables each of us to realize our potential. OFPI’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in California.

COVID-19 Policy
To center the safety and well-being of its employees, The Oakland Fund for Public Innovation requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. Accommodations may be sought and approved in accordance with the law by contacting human resources at jobs@oaklandfund.org.