

JOB DESCRIPTION

About Us

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since our founding in 1958, we have programs that support the unique needs of girls aged 5-18, and, starting in the 1990's, to design and deliver programs using an equity lens, serving those from some of County's least resourced communities, primarily in and around Oakland. Through a K-12 Program Continuum, we empower girls by equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy interventions in elementary school and exciting hands-on STEM and STEAM projects in middle school to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Girls Inc. of Alameda County's operating budget is \$7M with 100 staff in our downtown Oakland Simpson Center for Girls and in more than 15 schools and satellite centers across Alameda County.

About the Role

The Chief Development Officer (CDO) leads the fundraising and external-facing communication strategies and activities, generating the revenue and visibility to advance the agency's mission. The successful candidate will have a personal commitment to our mission and will be an experienced fundraiser, strong team leader, and supportive team player. S/he/They will provide executive-level leadership and seamlessly transition between leading innovative efforts and asks; collaborating on initiatives with the CEO, board members, and colleagues; and coaching team members. Additionally, s/he/they will build upon the momentum generated in the last few years through Girls Inc.'s strategic plan and be energized by playing a collaborative role in establishing and implementing the agency's direction.

The CDO reports directly to the CEO and is a member of the executive leadership team. Working closely with the CEO, Board Development Committee, and internal stakeholders, the position oversees the cultivation and stewardship of key relationships and design of engaging events that lead to successfully meeting the ~\$5M contributed revenue goal and grows the culture of philanthropy at Girls Inc. of Alameda County. The CDO manages a talented staff of 6.5.

The salary range for this position is \$145,000 to \$160,000 plus full benefits.



Job Summary

- Serve as executive-level leader working closely with CEO and Development Committee to create and successfully execute on the fund development plan
- Lead and nurture a team of 6.5 staff in all aspects of the fundraising cycle including: major gifts, institutional grants, community engagement, and external communications
- Provide general oversight of the organization's contributed revenue activities and operations, and plan, monitor, and review the success of activities through coordination with CEO, Development Committee, and internal stakeholders
- Ability to execute and manage all aspects of fundraising including major gifts, planned giving, corporate and foundation gifts, annual fund, and events.
- Oversee the production of traditional and digital communications across a broad array of channels to increase visibility and engagement in the community
- Create and manage a planned giving program in coordination with major gifts solicitations
- Maintain current knowledge of fundraising/communications best practices and share knowledge with staff
- Perform other duties as assigned in person or in virtual workspace.

About You

- Bachelor's degree, master's degree appreciated.
- CFRE certification a plus Cook Silverman Search Girls Inc. Chief Development Officer.
- Entrepreneurial spirit with a successful track record of eight to ten years of experience in nonprofit fundraising - including with six figure gifts and large-scale events.
- Excellent team leadership skills, including hiring, coaching, developing staff and fostering a positive, collaborative environment.
- Demonstrated success working directly with board members and funders.
- Excellent communications skills, including experience with traditional and digital formats, and the ability to serve as an ambassador for the agency.
- Excellent project planning, project management, and budgeting skills.
- High level of integrity, diplomacy, and accountability.
- Knowledge of and commitment to gender equity, social justice, diversity, equity & inclusion, and trauma informed programming.
- Ability to work well independently and collaboratively.
- Lifelong learner.
- Experience with Raiser's Edge NXT Software.



- Enthusiasm for and experience with change management.
- Enthusiasm, energy, alignment, and passion for the mission of Girls Inc. of Alameda County.

What We Offer

- Medical benefits (Employer pays standard medical plan)
- Voluntary Dental
- Voluntary Vision
- Retirement benefit 403b
- Flex spending accounts
- Life Insurance benefits
- Long term disability benefits
- 13 Paid Holidays
- Vacation time off
- Sick time off
- Employee Assistance Program
- Professional development/training

Equal Opportunity Employment State

Girls Inc. of Alameda County is committed to upholding an inclusive work community that reflects the rich diversity of our girls, their families and caregivers, the community members we serve, and our geographic region. We prioritize using an equity lens to: provide culturally responsive programming and resources to those with the least access, and value culture and difference in the office, our programs, and in the community. Through discussion, awareness, and practice, we commit to continuous improvement with the goal of every person in our community knowing the value of this commitment, embodying it, and bringing it to life.

Girls Inc. of Alameda County is committed to providing equal employment opportunities to all qualified applicants for employment and does not discriminate on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender or gender identity, gender expression, age, sexual orientation, military or veteran status, or any other factor not related to ability to successfully fulfill the requirements of the position.



To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com. All applications and inquiries will receive a response and be kept strictly confidential.

COVID 19:

\$150 COVID-19 Vaccination bonus is offered to successful candidates who can provide proof of full vaccination upon hire and or during onboarding.

