



POSITION ANNOUNCEMENT

Job: DEVELOPMENT DIRECTOR

Company Overview

Matrix Parent Network and Resource Center, located in San Rafael, CA, has provided support to parents and families who have children with special needs since 1983. We serve Alpine, Amador, Butte, Colusa, Glenn, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Shasta, Solano, Sonoma, Sutter, Tehama, Yolo, and Yuba counties. Matrix provides various forms of support to parents, including a parent call-center and family resource center that provides support and referrals to parents, educational workshops and training, peer support in English and Spanish, educational materials, and support to parents and families during IEP/school meetings. We are excited about the opportunities to expand our support and services to parents and families who have children with special needs.

Job Summary

The Development Director is responsible for community building and engagement leading to an effective fundraising system for raising individual and foundation funding for Matrix programs. This includes expansion of donors and major gifts through annual giving and campaigns, tracking of and applications to foundation funders, collaborations with other organizations and businesses, planning and execution of special events, and seeking additional opportunities for growth from new and creative sources. This position is part of the Senior Leadership Team.

Responsibilities and Duties

- Cultivation of new and existing donors through emails, newsletters, phone calls, and thank you notes to maintain contact and strong relationships
- Further development of major gifts and campaigns
- Work collaboratively with grant writer, communications and media coordinator, and Senior Leadership Team
- Planning, coordinating, and executing special events and fundraisers
- Maintaining and updating contact lists/information of donors, including details about donor preferences and interests
- Maintaining and updating Development Calendar, and ensuring the agency meets critical deadlines
- This is a critical position to ensure fundraising and events continue in a successful and efficient way. As the organization grows and expands, there will be opportunities for growth and expansion of this position.



Qualifications and Skills

- BA Required in communications or related field
- 4+ years of experience with fundraising, cultivating relationships with donors, developing and executing special events
- Excellent interpersonal and community relations skills
- Ability to provide marketing copy, develop marketing brochures and flyers, post on social media and reach audiences in a variety of ways
- Experience working with teams in a non-profit or community-based setting preferred
- Self-motivated, organized and detail oriented
- Specific training in fund development a plus
- Excellent communication skills, both written and oral
- Excellent interpersonal skills with demonstrated skills in leading and building teams
- Demonstrated willingness to learn
- Ability to manage multiple priorities
- Ability to work independently and as a member of a team
- Good computer skills, Microsoft Office, Salesforce or CRM

Benefits and Perks

- \$29-\$32 hourly, 2-3 days per week, flexible schedule
- Medical Benefits available based on hours employed
- Vacation and Sick Time

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other status protected by applicable laws or regulations.

To apply please send a cover letter expressing your interest in this position and why you feel you should be considered for the job. Also include your resume/vitae detailing your related job experiences. Resume must include the name of companies/organizations where you have worked, position title, years employed, educational background, and other training and community service or experiences related to this position.

Send these documents to beths@matrixparents.org.

We will contact all candidates whose background and experiences are relevant to the position.

Thank you for your interest in Matrix Parent Services!