



POSITION ANNOUNCEMENT

Job: Director of Development (locally based, part-time, flexible schedule)

BOARD OF DIRECTORS:

- President:**
Colleen Arnold
- Vice President:**
Alexis Lynch
- Treasurer:**
Sarah Ponsford

- Kat Fahy
- Heather Johnson
- Serena Makofsky
- Nicole Wehr

Interim Executive Director:
Beth Schecter

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Serving 18 Northern California Counties:

Alpine • Amador • Butte
 Colusa • Glenn • Lake
 Lassen • Marin • Mendocino
 Modoc • Napa • Shasta
 Solano • Sonoma • Sutter
 Tehama • Yolo • Yuba

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2400 Las Gallinas Avenue
 Suite 115, San Rafael
 California 94903
 800.578.2592 tel
 415.884.3555 fax

Organization Overview

[Matrix Parent Network and Resource Center](#), a nonprofit corporation located in San Rafael, CA, has provided support to parents and families with children with special needs since 1983. Our budget is approximately \$1 million. Our primary service area is Marin, Sonoma, Napa and Solano counties. We also provide referrals and support to parents in the counties of Alpine, Amador, Butte, Colusa, Glenn, Lake, Lassen, Mendocino, Modoc, Sutter, Tehama, Yolo, and Yuba. Matrix provides critical 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.

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. 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 is part of Senior Leadership. 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.

Responsibilities and Duties

- Cultivation of new and existing donors through a variety of online and inperson interactions to build relationships.
- Further development of major gifts annual appeal and other campaigns.
- Work with staff and board to plan and coordinate special events and fundraisers.
- Maintain and update contact lists/information of donors, including details about donor preferences and interests.
- Maintaining and updating Development Calendar, and ensuring the agency meets critical deadlines
- Work collaboratively with Executive Director and grantwriter to identify and apply for foundation and corporate grants.

Qualifications and Skills

- BA in communications or related field
- 4+ years of experience with fundraising, cultivating relationships with donors, developing and executing special events
- Excellent interpersonal, communication and community relations skills

Qualifications and Skills

- Ability to assist with marketing copy and marketing brochures and flyers, post on social media and reach audiences in a variety of ways
- Experience working with teams in a non-profit, education or community-based setting
- Self-motivated, organized and detail oriented
- Specific training in fund development a plus
- 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

- Salary TBD based on experience, 2-3 days per week, flexible schedule, some remote work acceptable
- 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. jobs@matrixparents.org

Also include your resume 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.

Thank you for your interest in Matrix Parent Network!