



Position Description: Development Director

Reports To: Executive Director

Work Status: Full Time

Salary: \$70,000

Department: Development

Location: Remote work with hybrid office model

2380 Salvio St., Suite 301, Concord, CA 94520

Benefits: Regular full-time employees receive sick and vacation accrual and usage, 14 single paid holidays and 3 Floating Holidays annually, in addition to December 25 through January 1, when the organization is closed. Rainbow pays 75% of Kaiser health insurance premium and the full premium for vision, dental, and short-term life through Principal.

Payroll Type: Exempt

Supervisory: No

Initiated/Updated: July 11, 2023

Regular Hours: 40 hours per week

Schedule: Monday to Friday; flexible hours with occasional evenings and weekends required. Schedule is negotiable.

Position Available: As early as July 31, 2023

ORGANIZATIONAL HISTORY

The Rainbow Community Center of Contra Costa County (Rainbow) was founded in 1995 to serve the well-being of the LGBTQI+ Community in Contra Costa County. Founders wanted to develop programs to reduce isolation of LGBTQI+ people and provide a space for community development. Rainbow continues to provide a safe and welcoming place building community among LGBTQI+ persons and our allies through social programs, support groups, clinical services, training, special events, and emergency programs.

MISSION

Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) people & our allies.

VISION

Rainbow envisions a society that advocates for and celebrates gender and sexual diversity, racial justice, safety, and liberation for all through healing centered engagement. Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) people & our allies through social opportunities, health & wellness services, and awareness programs.

Historically Marginalized and Intersectional LGBTQI+ Identities encompass:

- Transgender and Gender Non-conforming
- Black, Indigenous and People of Color
- Women
- Neurodiversity & Mental Health Abilities
- Physical Abilities
- Body Diversity
- HIV Status
- Elders
- Youth
- Immigrants
- Undocumented People
- Interfaith
- Familial Composition
- Class/Socioeconomic Status

**'inclusive' with its implied power differential, whereas 'expansive' refers to centering power with marginalized people*

As Rainbow transcends its vision from inclusive to expansive*, we will be able to represent by centering and reaching a wider scope of People of Color, intersectional, and marginalized LGBTQI+ identities more effectively. We understand that "inclusion", which in meaning and implementation, holds and maintains a power differential, whether intentionally set. With this position we look to center folk that need access to adult support and services within our communities.

VALUES

Authenticity. We are legitimate and true, able to express hope, pride, joy, love, compassion, and support with one another and ourselves.

Bravery. We cultivate emotional strength building spaces for ourselves and one another that inform and redefine safety.

Education. We teach in welcoming, dynamic, fluid, open-hearted, and impactful ways demonstrating we are always learning.

Healing. We believe in holistic, restorative, and transformational approaches and processes.

Liberation. We are committed to racial and economic justice through the work of solidarity, positive representation, equity, and advocacy, to achieve freedom of limits.

ORGANIZATION CULTURE

Our services are based upon a three-tier model of interventions that are designed to reduce isolation, identify individuals in need of direct support, and increase resiliency of our community members – all while building skills needed to cope with the impact of living in a heteronormative and often rejecting dominant culture. Our work is also grounded within a vision of creating a society that embraces acceptance for people of all sexual orientations and gender identities and expressions. We are dedicated to the development of Rainbow as a learning organization where board, staff, volunteers, and those we serve can join in co-creation of a culture that truly demonstrates the expression of our mission to build community and promote well-being. We are committed to learning together, sharing our knowledge, empowering each other, and creating an organization that supports the development of compassionate, reflective, talented, innovative, and dedicated employees, interns, and volunteers.

POSITION SUMMARY

Rainbow is looking for an experienced Development Director to shepherd the organization, along with the Executive Director, into a phase of diversified, sustainable funding. It is important for the role to have extensive fundraising experience and knowledge, and to be able to build infrastructure and fluency around funding and fundraising among staff and the board. This person should be skilled with relationship building, strong with writing and strategic engagement, and driven in their pursuit of opportunities that lead to funding and visibility for the organization. This is a dynamic position in the organization that interfaces as a primary point of contact for the organization with donors and funders, board members, leadership team members, elected officials, local media outlets, staff and volunteers.

ESSENTIAL FUNCTIONS

1. Fundraising 80%
2. Marketing and Media Engagement 10%
3. Board Management 10%

FUNDRAISING 80%

- Function as one of the primary people responsible for raising the Contributed Revenue of the organization, along with the Executive Director. Attract, retain and renew sources of funding from individuals, companies and foundations, particularly unrestricted general operating gifts and grants.
- Along with the Executive Director, set annual Development Strategic Plan to reach fundraising goals through different endeavors ranging from events, to major gifts fundraising, to grant writing and foundation cultivation, to campaigns and appeals.
- Exercise moves management tactics to increase giving and investment of donors and funders over time.
- Implement and invent new mechanisms for relationship building including site visits, attractive folders and briefs on the organization with a value proposition that is specified to different donor and funder priorities, and relationship mapping.
- Oversee the team of Grant Contractors and ensure the team is researching and submitting a high volume of strategic, well written grant applications throughout the year. At times prepare your own LOIs, RFPs and grant applications. Ensure that each application goes through several phases of drafting and editing.
- Ensure grant reporting is timely and well prepared
- Support with reporting and renewal processes with Program Directors of government grants
- Cultivate funders in order to increase the likelihood of giving.
- Plan and execute high quality fundraising events that have a consistent net and are cost effective. Utilize in kind donations and community partnerships to ensure event overhead is low.
- Secure corporate and local business sponsorships for our signature annual events, including for Pride and Cinco de Mayo. Optimize Pride month in terms of events, community engagement, visibility, and raising funds.
- Solicit and secure major gifts in the 4-5 figure range, and grant awards in the 5-6 figure range.
- Oversee End of Year Appeal

MARKETING AND MEDIA ENGAGEMENT 10%

- Effectively and ethically tell the story of Rainbow Community Center, the community need and the impact of our work
- Build relationships with local media outlets including newspapers, radio and TV
- Ensure consistent monthly email newsletters and well planned social media presence featuring topical stories, promoting events and programming, and more, in conjunction with the Executive Assistant
- Oversee rotation of writers and content for our All the Colors column in the Concord Clayton Pioneer

BOARD MANAGEMENT 10%

- Lead the Development Committee of Rainbow's Board of Directors
- Create monthly board reports for Development / Communications that inform board members of major gifts or grants, fundraising activity, and marketing or media engagements.
- Ensure that Board members have support and are able to reach annual Give Get goals
- Ensure monthly 1:1 Give Get reports are accurate and go to board members to keep board giving and fundraising top of mind and track progression towards annual goal for all board members.
- Support board-hosted fundraising events

OVERALL SKILLS, ABILITIES AND EXPERIENCE

Required Experience

- 3+ years of demonstrated experience with non-profit fundraising, with at least one of the following: grant writing or institutional funder cultivation, major gifts solicitation, event planning and execution.
- 1+ year of experience leading fundraising events and event committees
- 1+ year of media engagement experience, ranging from local newspaper to television to public speaking at events
- 1+ year of experience and familiarity with issues of particular relevance to LGBTQIA+ people

Preferred Experience

- 1+ year of experience working with boards
- Experience with Give Lively, Little Green Light, Salesforce, and similar online giving and donor database platforms would be very helpful within this role.

Skills and Abilities

- Demonstrated personal and professional commitment to Cultural Humility, Diversity, Equity, and Inclusion practices and the development and implementation of materials through a lens of social justice
- Demonstrated ability to work effectively and collaboratively with diverse teams and communities
- Must be able to maintain a strategic focus and identify effective mechanisms for building relationships and raising funds
- Strong writing and communication background for effectively crafting email appeals, press releases, proposal requests, and strategizing content to best suit the relevant audience
- Strong critical thinking skills with a proven attention to detail, organization, and timely independent decision making
- Ability to synthesize information and manage competing priorities and constituencies
- Strong political acumen and ability to handle agency information and correspondence with confidentiality and discretion
- Creative problem-solving with ability to troubleshoot, assess, and anticipate
- Excellent public speaking skills
- Tech platform working fluency: Google Workplace, Microsoft Office, and Zoom video conferencing
- Commitment, fluency, and working knowledge of key program, development, and management approaches:

1. **ACEs Aware:** <https://www.acesaware.org/ace-fundamentals/>
2. **Asset & Strength-based Practice** <https://positivepsychology.com/strengths-based-interventions/>
3. **Cultural Humility:** <https://hogg.utexas.edu/3-things-to-know-cultural-humility>
4. **Depth of Knowledge & Bloom's Taxonomy** <https://www.synergiseducation.com/blooms-taxonomy-and-webbs-depth-of-knowledge/>
5. **Embracement of LGBTQI+ Cultures** (SOGIE Handbook as one reference) example https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf
6. **Emergent Strategy** <https://fortelabs.co/blog/emergent-strategy-organizing-for-social-justice/>
7. **Expansive Practices** (pp 25-33) https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf
8. **Growth Mindset** <https://www.mindsetworks.com/science/>
9. **Human Centered Design Process** <https://www.usertesting.com/blog/how-ideo-uses-customer-insights-to-design-innovative-products-users-love>
10. **Positive Youth Development (PYD) Framework** (universal application though focused on youth) <https://www.youthpower.org/positive-youth-development-pyd-framework>
11. **Restorative Practice** (partnered with Collective Healing and Transformation-CHAT) http://64.166.146.245/docs/2021/MXCAB/20210717_1852/46141_The%20CHAT%20Project_Measure%20X_FINAL_7-2-21.pdf
12. **Search Institute's Developmental Assets Framework** (universal assets though focused on youth) <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>
13. **Social and Emotional Learning (SEL)** <https://www.instituteforsel.net/approach>
14. **Trauma-Informed & Healing Centered Approach** https://www.cdc.gov/cpr/infographics/6_principles_trauma_info.htm

EDUCATIONAL REQUIREMENTS & LICENSES

A combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- Experience in Nonprofit Leadership or Management, Fundraising, Finance, Communication, LGBTQIA+ Advocacy, Human Services, Community Programming, or related fields
- Bachelor's degree from an accredited institution helpful

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to represent an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

HOW TO APPLY

Please submit a **cover letter and resume to Christian Aguirre, Executive Director at christian@rainbowcc.org** with the subject **"Director of Development"**. Please, no phone calls. Only applicants meeting all the minimum qualifications may be invited for an interview.

EQUAL OPPORTUNITY

Rainbow provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, sex, sex stereotype, gender identity, gender expression, transgender identity (including whether or not you are transitioning or have transitioned), sexual orientation, national origin, ancestry, physical or mental ability, medical condition, genetic information or characteristics, marital status, domestic partner status, age, military or veteran status and any other basis protected by federal, state or local law, ordinance or regulation.

Rainbow is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organization operations and prohibits unlawful discrimination by any employee of the organization, including supervisors and coworkers.

*Rainbow believes that one of the significant areas our values are established and communicated are within our hiring practices. We look to elevate and create opportunities for the most marginalized people in our society — namely Black Indigenous People of Color (BIPOC), POC, LGBTQI+ people, and all women. We believe that these communities must be centered in the work we do. Hence, **we strongly encourage applications from people with these identities or who are members of intersectional, marginalized communities.** This is one expression and enactment as to how we transcend our lens from inclusive to expansive.*