



Position Profile

Prepared by Robert Half - Executive Search

Director of Development

The Executive Search Practice Group of Robert Half International, Inc. advises the client on the retained search project named above. This Position Profile documents Robert Half - Executive Search's understanding of the client's requirements for the position. No revisions or modifications of this document should occur without explicit approval of the client and Robert Half - Executive Search. The details of this Position Profile are for the client's, candidates', and selected sources' information in conjunction with this Search Project.

Company Information

The California Fire Safe Council (CFSC) is a 501c3 non-profit organization based in Sacramento, California. Our mission is to support community-led wildfire resilience efforts across the State of California through technical assistance, education, and grant-making. CFSC supports a network of over 300 local Fire Safe Councils performing critical wildfire mitigation, education, and preparedness activities in their communities. CFSC administers funding from federal, state, and private sources, delivering funds to local community organizations for the planning and implementation of wildfire prevention activities such as defensible space, home hardening, fuels management, community fire planning, and education. CFSC also provides extensive technical assistance to grantees and local mitigation groups to support the implementation of successful mitigation and preparedness activities. Since 2004, CFSC has provided more than 1,200 grants totaling more than \$125M to build a wildfire and climate-resilient California.

With the threat of wildfire looming ever-larger for many California communities, CFSC is redoubling its efforts to build strong local Fire Safe Councils and to fund and facilitate efforts in community wildfire preparedness, education, and mitigation. Through strong partnerships and community-led action, CFSC builds wildfire-adapted communities throughout California.

CFSC's values:

- Transparency, collaboration, and accountability
- Diversity, equity, inclusion, and justice
- Intentional communication
- Cultivating a team atmosphere
- Commitment to quality improvement

For additional information, please visit: www.cafiresafecouncil.org

Position Information

The Director of Development will be responsible for developing and implementing a long-term funding plan for the organization that leverages diverse funding sources, including federal, state, and private grants, in addition to other sources of unrestricted funds such as sponsorship, fee-for-service activities, and individual and corporate donations. As part of the Executive Team, they will establish and build CFSC's fundraising capacity and develop realistic revenue goals that can be met or exceeded to ensure CFSC's long-term sustainability. This position reports to the Chief Financial Officer.

This position is eligible for a telework arrangement upon approval by the Executive Director. Occasional presence in the Sacramento Office is required, as well as the ability to travel for in-person meetings and events with stakeholders and funders.

This position is funded for a 1-year term. Future funding for this position is contingent upon the incumbent successfully raising sufficient unrestricted funds to provide for their salary and benefits.

Key Responsibilities

Some of the key responsibilities and attributes of the position include:

- In collaboration with the Executive Team and Board of Directors, develop and implement a comprehensive 3-year development plan to ensure the long-term sustainability of the organization;
- Assess the organization's strategic goals, programmatic plans, and fiscal needs to develop corresponding revenue goals; develop and track metrics;
- Evaluate, and implement where feasible, efforts to establish a suite of funding streams, such as fee-for-service models, membership models, individual donor campaigns, sponsorships, public and private grants, etc.
- Identify ideal donors from public and private investors; sustain a respected reputation for the organization;
- Develop organizational messages, content, and materials for donor and institutional outreach, in close collaboration with the Communications and Programs teams.
- Develop and maintain systems to track, retain, and expand individual donor and institutional relationships;
- Build and maintain relationships with past, current, and potential donors and funders; cultivate individual donor relationships; travel to meet with donors in person and attend events as necessary;
- Support the annual budgeting process to integrate revenue goals;
- Track funds and set fundraising targets with realistic growth goals;
- Identify prospective funding opportunities; write, submit, and track letters of intent and grant applications in coordination with the Programs Division;
- Plan and oversee fundraising events, campaigns, and initiatives;
- Develop regular reports and brief the Executive Director and Board of Directors on fundraising efforts;
- Establish relationships with vendors and sponsors to support revenue generation;
- Coordinate closely with Programs and Grants teams to ensure funding for key initiatives and message alignment; coordinate closely with the Finance team to ensure appropriate tracking and monitoring of incoming funds;
- Establish processes and procedures to hire and manage a successful development team; once established, manage and mentor the development team, including performance management, staff development, and oversight of work assignments.

Candidate Profile

While no individual will embody every quality, the successful candidate will bring many of the following professional qualifications and personal qualities:

Education and Certification/License Credentials

- Bachelor's Degree in a related field and 5-8 years of proven development experience (preferably in the environmental, climate, natural resources, wildfire, or related field).
- A current CA driver's license and proof of auto insurance are required.

Functional Competencies – Skills, Knowledge & Experience

- Demonstratable experience interacting with institutional and individual donors; a track record of securing funds from private foundations and public agencies is required.
- Extensive understanding of the nonprofit lifecycle and how to create and implement development strategies that will help evolve CFSC for sustained success.
- Experience with a systematic approach to organizational growth including an understanding of how strategy, structure, process, and culture informs fund development and vice versa.
- Knowledge of the foundation environment, the overall development space, and preferably climate change, wildfire, and environmental issues to increase the chance of securing project and operations funding. Able to adjust strategies based on shifts in the external environment.
- Experience monitoring and analyzing fundraising data and tracking systems.
- Ability to attract and sell CFSC's brand value to donor, and foundation prospects and compellingly communicate complex programs, impacts, and opportunities.
- Understand and experience with testing key messages with funders (and adjust development communications strategies accordingly).
- Able to manage complex government grant processes and write grants as necessary. Understand or experience with federal grants is preferred.
- Experience cultivating strategic relationships with vendors to support revenue generation.
- Proficiency in using donor management software and CRM systems.

Leadership and Management/Behavioral Competencies

- Directly supervises employees in the Development Unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Have proven fundraising and management skills, including a deep understanding of the processes related to prospecting, applying for, securing, and maintaining philanthropic and government grants.
- Prior experience hiring and managing a fundraising team.
- Possess a high level of professional experience in managing ambiguous and complex situations, as well as collaborative, institutional partnerships.
- Provide proactive collaboration and exercise networking skills across diverse stakeholder groups.
- Experience planning and coordinating events, particularly for fundraising and sponsorship development.
- Ability to develop and build new processes to establish a new organizational function.

Personal Characteristics

- Have excellent grant writing and presentation skills, as well as an understanding of how to create compelling messages for potential donors.
- Capable of working in a team environment in close collaboration with other Executive team members and staff.
- Have comfort with and success in cultivating and building donor/philanthropic relationships, with an established process and track record for doing so.
- Excellent oral and written communication skills, including the ability to make compelling presentations.
- Ability to think strategically to develop long- term vision and plans; willingness and ability to work independently and self-motivate.



ROBERT HALF - EXECUTIVE SEARCH CONTACTS

Christina Bui

Managing Director

Mobile: (415) 819-3802

Christina.Bui@Roberthalf.com

Dan Goonin

Principal

Direct: (727) 369-1680

Daniel.Goonin@Roberthalf.com

Kristen Kelley

Senior Associate

Direct: (423) 244-0034

Kristen.Kelley@Roberthalf.com

Kelsey Fenn

Senior Search Coordinator

Direct: (617) 218-6129

Kelsey.Fenn@Roberthalf.com

Robert Half Executive Search

www.roberthalfes.com