



Position Announcement

Director of Development: Donaldina Cameron House,
San Francisco, Ca

Posted: March 4, 2011

Donaldina Cameron House (Cameron House) is a Chinatown-based multi-service agency serving Asian communities in the San Francisco Bay Area. Motivated by our Christian commitment to promote healthy communities, we have served individuals, immigrant families and youth since 1874.

Our Mission is to empower people to fully participate in and contribute positively toward a healthy society. We create a safe and nurturing environment by providing counseling, group support, and crisis intervention, and we enable active involvement in the community through leadership development, education and advocacy.

For more information, please visit www.cameronhouse.org

Position: This is a full time, salaried position, including very competitive salary and benefit package.

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will spearhead fundraising efforts as Cameron House continues to grow and demand for services increases. The primary foci of this position are the management of annual giving and donor relations with an emphasis on growth; identification and securing of new funding sources; serving as lead writer and editor of grant proposals and reports, tracking deadlines and working with Finance and Program staff who participate in this process. The Director will have the opportunity to build the development function working collaboratively with the other members of the Cameron House management team and in cooperation with the Development Committee of the Cameron House Board of Directors.

Essential Duties:

- Develop and execute Cameron House's annual fundraising plan
- Secure increased financial support from individuals, foundations, and corporations
- Manage the implementation of Raiser's Edge and oversee data entry and gift processing
- Develop and maintain positive relationships with major donors and foundations
- Create and execute the strategy for a large sustained base of annual individual donors, including identification of new donors, cultivation, solicitation and stewardship
- Oversee organization and implementation of special events
- Research, develop and track proposals and reports for all foundation and corporate fundraising

Qualifications:

- BA (required), MA (a plus)
- Minimum of 5 years resource development experience
- Demonstrated excellence in organizational, managerial, and communication skills, with an ability to relate to and communicate with diverse communities.
- Outstanding attention to detail.
- Ability to meet deadlines and motivate others to do so.

- Familiarity with the issues and challenges of immigrant communities as well as the special issues facing women and children exposed to domestic violence.
- Knowledge and experience working within the Asian American community of San Francisco highly desired
- Knowledge of Raiser's Edge and proficiency with Office Suite, internet communication, web navigation and search.

Qualities:

- Must possess a strong commitment to the mission and goals of Donaldina Cameron House.
- Must be able to develop strong and positive relationships with individuals and organizations that currently support or have the future capacity to support the mission of Cameron House.
- Demonstrated ability to exercise good judgment and maintain confidentiality at all times.
- Demonstrated ability to work independently as well as within a team.
- Strong interpersonal skills and ability to create positive, long term working relationships through team work, customer service, tact, dependability, diplomacy and flexibility.
- Willingness and ability to travel to meetings or gatherings/events as needed (must maintain a valid CA driver license)
- Proven ability to work in a small and friendly office environment where each staff person assumes multiple responsibilities while striving to achieve shared goals.
- Positive approach, can-do attitude and sense of humor.

To apply: Email resume and cover letter to:

claireperrigobarnes@gmail.com subject: Cameron House Development Director

Position will remain open until filled. No phone calls/letters. EOE/AA