



Job Announcement

Title: Senior Director of Advancement
Department: Development
Reports To: Chief Executive Officer (CEO)
Status: Exempt

Shanti Project (Shanti) is an innovative nonprofit organization that builds human connections to reduce isolation, enhance health and well-being, and improve quality of life for local community members. Through comprehensive, continuum-of-care programs, including in-home and onsite care navigation, emotional and practical support, and services to preserve the human-animal bond, Shanti strives to enhance the lives of those living with terminal, life-threatening, or disabling illnesses or conditions. Founded in 1974, this year marks Shanti's milestone 50th Anniversary of supporting our community in San Francisco.

POSITION SUMMARY

The Senior Director of Advancement is responsible for building and growing the development, communications, and community engagement programs designed to advance the mission of the organization. This position reports directly to the Chief Executive Officer and is a member of the Executive Team. The Senior Director of Advancement leads and supervises the development team and works collaboratively with staff and board leadership to ensure fundraising, communications, and outreach goals are met. In performing these duties, the Senior Director of Advancement ensures industry best practices and maintain the highest ethical and professional standards.

PRIMARY DUTIES & RESPONSIBILITIES

- Development and implement a comprehensive, diversified, and sustainable development and communications program that includes major and planned giving, corporate contributions, private foundation grants, fundraising and community engagement events, and consistent outreach, branding, and marketing.
- Create, implement, and manage a robust major gifts program, using donor acquisition and cultivation best practices, engaging with the development team on moves management, and bringing in the CEO, board members, and volunteers, as needed, to initiate gift asks.
- Lead and support development team in meeting fundraising, communications, and community engagement measurable goals and objectives and supporting staff in their professional development.
- Serve as a vital member of the executive team and key thought partner and collaborator to senior leadership and the Board to vision and drive strategy and initiatives. Lead change with other executive leaders and key constituencies.
- Participate in Board meetings and facilitate Board Development Committee meetings in partnership with the Development Committee Chair.

- Oversee external and internal communications strategy and plan. Work collaboratively with senior staff to build a strong brand, enhance organizational messaging, and maintain consistent communications with donors, volunteers, key stakeholder, and the public.
- Work with development team to coordinate all foundation and corporate proposal development, tracking, and reporting, as well as support event planning and direct mail creation and acknowledgements. Assist in ensuring timely reporting, donor recognition, and database integrity.
- Engage in strategic and financial planning. Manage, analyze and report on the annual development operating budget on at least a quarterly basis and make recommendations for changes when needed.
- Represent Shanti in community events including galas, luncheons, meetings, conferences and more.
- Help Adhere to fundraising best practices about policies and procedures.
- Other duties as assigned.

QUALIFICATION/REQUIREMENT

Shanti seeks highly qualified candidates with as many of the following areas of knowledge, ability, skills, and experience as possible:

- A minimum of 5-7 years of experience in the nonprofit sector, preferably in a leadership capacity with previous board engagement work.
- At least five years of direct fundraising experience, particularly with identifying, cultivating, and initiating asks from individual and major donors.
- Demonstrated experience meeting financial and strategic goals set for development, with a history of raising at least \$2 million in institutional and donor funds and maintaining industry standards on expense to revenue costs.
- Experience building successful fundraising programs that include individual and institutional giving, events, direct mail, and other giving vehicles, with a solid understanding of industry best practices and ethical standards.
- A knowledge and understanding of the funding community in San Francisco and the Bay Area preferred.
- Exceptional interpersonal skills with the ability to supervise and support a diverse team with a high level of emotional intelligence (EQ), as well as interact professionally across all parts of the organization.
- Excellent relationship-building and written and verbal communication skills. Demonstrated experience representing an organization publicly and serving as a visible spokesperson.
- Commitment to diversity, equity, inclusion, and belonging (DEIB) values and experiences. Sensitivity to diversity including, but not limited to, sexual orientation, gender identification, race, language, spirituality, and culture.
- Must be vaccinated for COVID-19 or willing to test weekly.

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary ranging from \$110,000 - \$130,000 (depending on experience). Shanti also offers a comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life

insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and an optional Teledoc plan. A 403B saving plan is also available to all employees.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually. Employees begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive two (2) personal days annually as well as 16 paid holidays.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to work on a computer, including sitting at a desk, for extended periods of time. Able to read a computer screen. Manual dexterity to operate a keyboard.
- While performing job duties the Senior Director of Advancement will regularly be required to navigate and travel around the city of San Francisco using public transportation.

EQUAL OPPORTUNITY: Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates of all backgrounds. We also will consider for employment qualified applicants with arrest and conviction records.

APPLICATION PROCESS: To apply, please send a resume and a cover letter to Shannon Bourne, Sr. Director of Administration and Operations at: HR@shanti.org Please no phone calls.