



Job Announcement

Title: Director of Development
Department: Development
Reports To: Chief Advancement Officer
Status: Exempt

Shanti Project (Shanti) is a 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 aging community members and those living with terminal, life-threatening, or disabling illnesses or conditions.

POSITION SUMMARY: The Director of Development (DoD) is responsible for managing and executing core fundraising, community engagement, and communications efforts to advance the organization's mission. This position reports directly to the Chief Advancement Officer (CAO) and serves as a key member of Shanti's Development team. In partnership with the CAO, the DoD helps oversee the full grant cycle, manages mid-level donor engagement, leads communications and social media strategy and implementation, and supports corporate sponsorship development. The DoD works in collaboration with the CAO on board engagement and fundraising strategies to support programs

PRIMARY DUTIES & RESPONSIBILITIES

- Institutional giving – Oversee and manage the full grant cycle, including prospect research, cultivation support, proposal development, submission, reporting, and renewals. This position will maintain and monitor the grants calendar to ensure deadlines are met in collaboration with program directors and serve as the primary liaison between Development and program teams to gather data, narratives, outcomes, and budgets for proposals and reports.
- Donor Engagement - In collaboration with the CAO, the DoD will develop and implement strategies to steward and grow Shanti's mid-level donor base and help create segmented outreach plans including appeals, email campaigns, stewardship communications, and impact reporting. The DoD will monitor donor retention and upgrade strategies using moves management principles and identify donors ready to transition into major giving portfolios, as well as support major donor cultivation as needed.
- Corporate Sponsorship & Events – The DoD will assist the CAO in developing corporate sponsorship packages and presentation materials and support sponsor cultivation efforts, including meetings, presentations, and follow-up communications. The DoD will represent Shanti at events, community gatherings, and sponsorship presentations as needed.
- Communications – The DoD will develop and execute a communications plan, which includes print, online, and social media, and manage a content calendar aligned with fundraising campaigns, program milestones, events, and community engagement goals. The DoD will collaborate with program directors to gather stories, photos, and impact highlights, as well as support basic graphic design needs for digital campaigns, traditional collateral, social media, and development materials.
- Development Partnership & Cross-functional Collaboration – The DoD serves as a director level leader and will meet periodically with program directors to align fundraising strategies with programmatic needs, as well as share best practices and work collaboratively on projects.
- Data Management – The DoD will input donor gifts, run donor reports, analyze giving trends, and assist with segmentation strategies as well as help maintain accurate donor records, including

profile updates, gift coding, and data clean-up. This position will support database integrity and adherence to data entry best practices and assist in preparing fundraising performance reports for leadership and Board review. The position will support direct mail campaigns, acknowledgements, and donor stewardship efforts.

- Planning – The DoD will collaborate with the CAO to develop and implement a comprehensive development plan, assist in monitoring development metrics, and track progress toward annual fundraising goals.
- 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 five (5) years of development experience in the nonprofit sector.
- At least 3-5 years of fundraising and philanthropy experience, including identifying, cultivating, and making asks from foundations, corporations, and individual donors. Demonstrated experience meeting financial and strategic goals, with a history of raising at least \$500,000 and maintaining industry standards, best practices, and ethics.
- Demonstrated experience managing grants from prospecting to reporting.
- Working knowledge of Salesforce or comparable CRM systems, including reporting and data management.
- Strong written and verbal skills and experience in marketing, communications, and branding.
- Ability to build strong relations and engage diverse communities. Demonstrated experience representing an organization publicly and serving as a visible spokesperson.
- A knowledge and understanding of the funding community in San Francisco and the Bay Area a plus.
- 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.
- Commitment to collaboration, learning, inclusion, and equity values and experiences. Sensitivity to diversity including, but not limited to, sexual orientation, gender identification, race, language, spirituality, and culture.

COMPENSATION/BENEFITS: Shanti offers a competitive non-profit salary ranging from \$90,000 - \$105,000 starting salary expected to be in the mid-range, depending on experience. Shanti also offers a comprehensive benefit package, including 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. 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 DoD 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 Shanti Project at HR@shanti.org. Please no phone calls.

