



Development Director
California Policy Center
Virtual Office

About California Policy Center

The California Policy Center works to secure a freer, more prosperous California by eliminating public-sector barriers to freedom and economic growth. CPC transforms free-market ideas into public policies so that all Californians can flourish.

Our research and advocacy have led to greater transparency in state and local government spending and contracts, and to increased educational options for thousands of students.

Our work is driven by our core values of:

- Integrity
- Treating everyone with dignity
- Stewardship of our investors' time and treasure
- Pursuing productive solutions to problems

About the Development Director Opening

The Development Director is primarily responsible for cultivating strong relationships and soliciting major gifts from current and prospective donors—ultimately helping CPC reach its revenue goals to further its mission and programs.

Alongside the President and Chief Operations Officer, the Development Director will:

- Design, implement and lead a data-driven development strategy
- Identify potential foundation funders and coordinate grant writing and reports
- Oversee the donor experience, including donor communications and events

Through planned and targeted communication (phone calls, written communications, and in-person meetings) with individuals, the Development Director will foster personal relationships

with active and prospective donors, inviting them into a deeper relationship with CPC with the goal of increasing their giving to the organization.

This position requires a seasoned professional with deep fundraising experience. It also requires someone well-versed in fundraising practices who demonstrates the affable, adaptable, and personable demeanor required to constantly meet new people, engage in wide-ranging conversations, and close major gifts.

California is under-cultivated and ripe with opportunities for major gifts. The Development Director must be able to quickly initiate contact with key donors, establish rapport, and solicit major gifts.

CPC prefers that the Development Director be based in California or the West Coast but exceptional candidates who are able to work west coast time zone hours will be considered.

Responsibilities

The Development Director will:

- Own Salesforce processes
- Ensure that Salesforce data is entered, stored, and used to maximize team efficiency
- Coach team members about features to help achieve their goals
- Conduct experiments on how to best communicate with different segments of the donor audience
- Design, build, and implement a new system for tracking foundation reports and proposals
- Oversee calendar, measurement, and reporting for direct mail and similar solicitations (e.g., email and digital advertising for small-dollar donors)
- Experiment with new donor identification processes (e.g., giving clubs and legacy society)
- Provide instant data analysis to drive strategic development decisions and tactical opportunities

Qualifications

- 3+ years fundraising experience
- Curiosity about CPC's projects and desire to dive into the organization's policy initiatives
- This person should have an entrepreneurial outlook and thrive in a rapid growth professional environment in which experimentation and innovation is encouraged
- The ideal candidate will have a demonstrated record of using systems, preferably Salesforce, to analyze data and help make team-wide, data-driven decisions
- Experience with other aspects of nonprofit fundraising is not required, but welcomed

A college degree is neither required nor preferred. We are looking for an individual with:

- Exceptional communication skills

- A commitment to detail and accuracy
- Alignment with the organization's mission and objectives
- An entrepreneurial, self-driven spirit who can work collaboratively
- Virtual office is acceptable, but West Coast work hours are expected

Benefits

- Salary will be competitive and commensurate with experience
- Monthly stipend for health care
- Reimbursements for needed mobile technology and home office supplies

To Apply

Qualified candidates should submit the following application materials in **one PDF**:

- Résumé
- Cover letter detailing (a) your interest in this position, (b) your interest in/commitment to the mission of California Policy Center, and (c) salary requirements

Applications should be submitted to Talent Market via this link: <http://www.talentmarket.org/apply-for-your-dream-job/>

Questions can be directed to Katelynn Barbosa, Talent Engagement Manager of Talent Market, who is assisting with the search: katelynn@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

Talent Market is a nonprofit entity dedicated to promoting liberty by helping free-market nonprofits identify talent for critical roles. We provide free consulting and recruiting services to free-market think tanks, policy organizations, research centers, and capacity-building institutions dedicated to advancing the principles of limited government and free enterprise.