



**Midpen Media Center**

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midpenmedia.org

## **Job Announcement - Director of Development**

We are a growing non-profit 501(c)3 corporation based in Palo Alto, CA that offers its employees the opportunity to engage in the art of mediamaking and community service in the cities of Palo Alto, East Palo Alto, Menlo Park, Atherton, and other areas of San Mateo and Santa Clara counties.

Midpen Media ignites creative passion in our clients through training in the latest media production trends and technology and offering state-of-the-art production equipment to enable users to become skilled storytellers. We are known for the great care we take with community producers and employees alike.

We have a stellar reputation for creating award-winning programming that represents the diverse voices and talents of the communities we serve.

We believe in providing exemplary service and the highest quality in an open and inviting environment designed to encourage creativity and self-expression.

### **POSITION SUMMARY:**

This is an opportunity to use your expertise and proven track record to build a formal development program for an established and award-winning Silicon Valley community treasure. Working closely with the Executive Director/CEO, the Director of Development is responsible for planning, organizing, and directing Midpen Media's fundraising activities, including the major gifts program, capital campaigns, annual fund, grants, planned giving, and special events.

### **JOB RESPONSIBILITIES:**

The Director of Development partners with and reports to the Executive Director/CEO and works closely with the Board of Directors and other staff in all development and fundraising endeavors to develop a comprehensive development plan for the organization which includes:

- Develop a major gifts program including identification, cultivation, and solicitation of major donors;
- Direct capital campaigns and other major fundraising initiatives;
- Manage the annual fund program, including mailings and annual fundraising drives;
- Oversee grant writing, including research, proposal, and reporting requirements;
- Build the planned giving program with a focus on deferred gifts such as bequests and annuities;
- Coordinate fundraising for special events;
- Develop and maintain donor appreciation programs;

- Inspire a culture of giving where community and service are central for the Board of Directors and other key stakeholders.

#### QUALIFICATIONS:

- More than five years of experience in professional fundraising;
- Proven track record of developing successful fundraising strategies and results, particularly in major gift fundraising;
- Working knowledge of development best practices, trends in media and development, fundraising tools and technology (including donor databases, e-mail, and online campaigns), and donor research;
- Demonstrated strong management skills with the ability to lead and motivate staff, Board members, and volunteers;
- Outstanding interpersonal and communication skills, both written and verbal;
- Goal-driven “self-starter” who thrives on initiating donor visits and fundraising calls, as well as on preparing the Executive Director/CEO, Board members, and staff to be fundraising ambassadors for the organization;
- Strategic thinker who loves rolling up their sleeves to make things happen;
- Understanding of the Silicon Valley philanthropic culture and philanthropic connections;
- Bachelor's degree or equivalent training/experience and a minimum of 5-years of work experience in development for a nonprofit or similar organization;
- Familiarity with community media centers and/or broadcast media preferred but not required.

#### SALARY/BENEFITS:

Full-time position. Compensation and benefits will be competitive with similar non-profit organizations regionally and commensurate with background and experience.

TO APPLY: Please email your resume and thoughtful cover letter with at least three examples of recent work to Keri Stokstad, Executive Director/CEO.

Email: [hr@midpenmedia.org](mailto:hr@midpenmedia.org) (Please include Director of Development in the subject line).

No phone calls, please.

Review of applications will begin March 23, 2020, and continue until the position is filled.

EQUAL OPPORTUNITY EMPLOYER: Midpen Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws.