Position Announcement

Development Director

Wah Mei School, San Francisco, CA

Agency Overview  Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children's development while building a supportive community for their families. Our agency has three divisions: Early Care & Education (ECE), Extended Learning School-aged, and Community Engagement. Wah Mei School has 80+ full- and part-time staff.

Position Overview  The Development Director assumes oversight, duties, and tasks of fund development, major campaigns, fundraising events, communications, and social media engagement. This rewarding role will be responsible for building relationships in the community including individuals, other service providers, government officials and foundations. The Director of Development will help develop and implement fundraising strategies to accomplish fund development and capacity building initiatives.

Key Responsibilities

- Represent Wah Mei at public events and in other contexts as needed. Be a willing partner with other staff in all aspects of Wah Mei's mission.
- Identify ways to diversify Wah Mei’s funding base to increase unrestricted and restricted funds from all constituencies and launch appropriate programs and initiatives.
- Support a cohesive fundraising team through active communication and delegation
- Act as a catalyst for fund-raising and cultivation of donors and volunteers through major and planned giving, annual giving, corporate and foundation relations, special events, membership and community relations in addition to prospect research and donor stewardship. Coordinate all funds development activities including but not limited to:
  - Relationship Building – Build relationships with current donors and prospects and make personal visits, and perform follow-up activities focusing on growing the donor base. The goal: to develop strong donor relationships and enhance donor confidence in the organization.
  - Major Donor Cultivation: Work with staff and Board to cultivate and increase investment at the $500 - $10,000 level; increase the gifts of current donors and overall number of donors; coordinate prospect research.
  - Grant Writing: Draft, finalize, and submit private and public grants
  - Campaigns: Create, host, and promote annual campaigns (ie: Fall/Winter and Give in May)
  - Corporate Relations: Work with the Executive Director and Board to strengthen relations with the corporate community.
  - Public Relations: Work with Communications Specialists on all public outreach efforts including the development of public outreach materials such as print and electronic newsletters, direct mail, press releases, brochures, collaterals, social media and websites to promote Wah Mei’s message.
  - Special Events: Work with staff, Board and volunteers to help Wah Mei successfully
produce our annual Spring Gala fund-raising event of the year.

- Reporting: Prepare reports evaluating the fundraising efforts and progress. Create annual report of accomplishments and future goals.
- Supervision: of Development staff, volunteers, committee members, and team in execution of the development plan and activities
- Attend trainings, workshops, team, and staff meetings as required
- Other duties as assigned

Knowledge/Experience/Skills Required:

- Four years operational task management experience
- Experience in fund development, fundraising, event production, cost containment, administrative tasks, and campaign implementation
- Ability to inspire, promote, build team/community, and rally volunteers and staff
- Experience in use of data in assessing projects, vendors, products, fundraising goals, etc
- Flexible and able to work with a variety of staff team members from WMS and partner agencies
- Experience in mission-driven child care setting non-profits, preferred
- Ability to work independently and maintain professional boundaries and confidentiality
- Effective written, oral, and verbal communication (with co-workers, community members, elected officials, etc.)
- Detail oriented and ability to concurrently manage various topics, activities, events, etc.
- Bilingual or trilingual (Cantonese, Mandarin, English) language, desired
- Highly collaborative spirit, bring passion and intelligence, be a team player, and model Wah Mei’s core values.
- Ability to occasionally lift up to 40 pounds, as needed

To Apply, please send a resume, writing sample, and cover letter indicating your interest to hiring@wahmei.org. Please include three references, including their relationship to you and how long you have known them.