



Delivering Innovation in Supportive Housing (DISH) Job Announcement: Senior Manager of Fund Development

Position Title: Senior Manager of Fund Development

Reports To: Director and Founder

FLSA Status: Full-Time, Exempt

Salary Range: \$105,000 - \$120,000

Location and Position Type: Hybrid (Candidate must be located within the San Francisco Bay area)

Prepared Date: 4/3/2024

SUMMARY: Delivering Innovation in Supportive Housing (DISH) seeks its first-ever Senior Manager of Fund Development (Sr. Manager) to join the DISH team. Reporting to our Director and Founder, Lauren Hall, the Sr. Manager will bring a passion for building community for the unhoused in San Francisco paired with a high level of development expertise and strategic thinking to drive revenue and build long-term growth opportunities for DISH. The Sr. Manager will manage one direct report, the Resource Development Coordinator, and guide other administrative staff that support fund development efforts.

ABOUT DISH: At DISH, we believe that everyone deserves a home. Every day, we provide high-quality, permanent housing to San Franciscans who suffer from serious health issues. With our help, they can come in from the streets, rebuild their lives, and strengthen their new communities.

POSITION SUMMARY: The Sr. Manager will manage and nurture DISH's current philanthropic revenue portfolio and donor base, be a collaborative strategist, and play an integral role with DISH's Executive Team and Board in growing revenue and donor engagement. Working closely with and reporting directly to the Executive Director, the Sr. Manager is responsible for developing, executing, and analyzing DISH's annual development plan and representing DISH to all funders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership and Development Strategy

- Collaborate with and support DISH's overall leadership as a member of the leadership team
- Serve as a staff leader and development expert to DISH's Board of Directors
- Manage and execute DISH's annual development and stewardship plans to achieve annual revenue goals and to generate funding to support DISH's programmatic operations and growth
- Update annually DISH's existing development and stewardship plans with new ideas, industry best practices, and data-driven analysis

Individual Donor Stewardship and Management

- Partner with DISH's leadership team to identify, cultivate, and solicit individual donors for major gifts
- Manage and develop existing initiatives, appeals, and campaigns focused on targeting new donors and stewarding existing donors
- Execute the donor stewardship process to connect donors to the mission of DISH and foster a sense of community
- Help develop creative and mission-centric fundraising messaging that articulates the special role and impact of DISH's work

Fundraising Event Management

- Collaborate with DISH's leadership team in the development and implementation of the budget, concepts, themes, and formats for the DISH Bash, DISH's signature fundraising event, to support program and organizational goals
- Lead all components of planning and executing the Bash to maximize revenue, attendee and sponsorship experience, including host committee development and management, vendor coordination, corporate sponsorship opportunities, and acquisition and management of silent and live auction items
- Create and execute pre- and post-event constituent communications plans

Foundation and Corporation Relations

- Ensure DISH has a robust pipeline of local, regional and national grant opportunities to pursue
- Manage existing grant calendar to track all upcoming applications and reports
- Draft compelling grant proposals and complete grant reporting processes in a timely and efficient manner
- Build and sustain close relationships with foundation and corporate funders

Development Operations

- Design and update a regular progress-to-goal report and development dashboard for DISH's leadership team
- Monitor and support high-quality gift entry and revenue tracking to ensure accurate and thorough documentation of all development activities
- Ensure integrity and accuracy in all records and reports in DISH's CRM, Salesforce

DISH'S VALUES:

- Excellence & Focus: Prioritize issues under our direct control and deliver high quality service.
- Initiative & Innovation: Never stagnate, frequently review, refine, and enhance our services and procedures.
- Fairness & Consistency: Strive for equity and inclusion for our tenants and staff.
- Respect & Openness: In our actions, be honest, direct and embrace differences.

KNOWLEDGE, SKILLS, and ABILITIES: To be maximally successful in this role, you need to be:

- Eager to build a development program from the ground-up, leveraging a solid foundation while recognizing the opportunity to be instrumental in the development of DISH's fundraising strategy and execution
- A natural people person who appreciates that everyone has an important story to tell
- A dynamic, professional, and poised brand ambassador for DISH
- A reliable and friendly communicator who reaches out and follows up with professional persistence
- A creative thinker and willing to test out new ideas
- A stickler for details
- A self-motivated, strategic thinker who is comfortable working independently

EDUCATION AND EXPERIENCE:

- 5-7 years of nonprofit development experience
- 2-3 years of experience with development CRM systems
- Demonstrable experience and success as a fundraising generalist, with hands-on practice at major gifts, annual giving, institutional giving/grant writing, corporate partnership building, special events, and online giving campaigns

- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Experience working with volunteers of all levels, and liaising with contractors and consultants
- A commitment to DISH's mission, vision, and values
- Awesome project management skills, with a knack for working backwards from deadlines
- A love of creating and adhering to organizational systems
- A high level of integrity and ability to keep confidential sensitive information about donors, partners, and beneficiaries

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to reach, bend, walk, stand, and sit for extended periods. The employee must occasionally lift and/or move office supplies and/ or packages weighing up to 15 lbs. Employee must have the ability to attend meetings, sit, listen, and use computer keyboard and mouse up to 7.5 hours per day. Frequently required to use a computer, phone, copier, and fax machine. Must be able to travel between the DISH Central office and DISH residential properties on a regular basis.

WORK ENVIRONMENT:

Incumbent will work in a shared office space with moderate noise level and periodic interruptions as well as occasionally working in one or more of our Single Room Occupancy, permanent housing settings with onsite social services for formerly homeless individuals, many of whom have significant mental health, physical health and/or substance use issues. Most of the buildings are about 100 yrs old & have had varying capital & cosmetic improvements. Typical shifts are weekday/daytime. Special projects may require occasional schedule changes. Local travel will most often be conducted traveling to and from DISH sites, partner agency sites and government buildings.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

At DISH, we believe that everyone deserves a home.

We believe that homelessness is created by institutional racism present in our systems of care, housing, education, criminal justice, employment, banking, and immigration.

We believe that our role as a supportive housing provider is not just to welcome people home but also to strive for equity and inclusion.

We believe that it is our responsibility to confront and dismantle the impact of racism in our role as a landlord and as an organization founded by white people, operated primarily by people of color.

We believe that by eliminating barriers to our housing, treating people with dignity, and being true to harm reduction principles we can provide a space for healing from the trauma of racism & white supremacy.

We believe that by demanding fair & equitable wages for workers, providing solid benefits, systematizing self-care, and creating opportunities for staff engagement & advancement we can enhance the strength of our amazing team.

We believe as an organization that prioritizes people over property and empathy over indifference, we can make progress against the disgrace of homelessness and poverty.

We believe we have much more to do, and we believe now is the time to do it.

TIDES EQUAL EMPLOYMENT EQUAL OPPORTUNITY STATEMENT:

DISH, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

ABOUT LOCATION, COMPENSATION AND BENEFITS:

- Hybrid work model with candidate location in the Bay area to allow for in person work and donor meetings
- Competitive benefits package
- Annual Salary range of \$105,000 - \$120,000 commensurate with experience

APPLYING:

Position is open until filled. In addition to a resume, applicants must include a cover letter expressing their interest in this position with DISH and why they are qualified for this job. Please submit cover letter, resume and writing sample authored solely by the candidate relevant to donor development, such as a previously written appeal letter or follow-up email after a donor meeting. Application should be submitted through our Online Job Inquiry Form which can be found on the jobs page of our website: <https://dishsf.org/jobs/> No phone calls or drops-ins please.