



JOB DESCRIPTION

ASSOCIATE DIRECTOR OF DEVELOPMENT
ST. ANTHONY'S FOUNDATION

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

www.cooksilverman.com



ABOUT ST. ANTHONY'S FOUNDATION

Seven decades ago, Franciscan Friar Fr. Alfred Boeddeker had a vision of uniting vulnerable populations in San Francisco's Tenderloin neighborhood. His vision became a reality on October 4, 1950 as he opened the doors of St. Anthony's Dining Room. The first day the Dining Room opened, Fr. Alfred expected to serve 150 meals to low-income and homeless Guests. He ended up serving 400. This day marked the beginning of an era – one in which all individuals could come together, enjoy a hot, nutritious meal, and be part of a loving community.

Today, St. Anthony's continues to thrive on serving hope daily and providing essential support to their Guests in need. They bring people together in this work because they know it takes a community to break down barriers and create a society where all people flourish.

Nils Behnke joined St. Anthony's as CEO in September 2020 and brings new vitality and growth-oriented leadership acumen to the role of CEO. Formerly working in the private sector, he held prominent senior roles at leading management consulting firms Bain & Company and McKinsey & Company, and the role of CEO for a private biotech company. He has committed to supporting the Development department and its growth and innovation.

St. Anthony's mission statement: "In the spirit of the Gospel, inspired by the joy and compassion of Francis and Clare of Assisi, in solidarity with all who hunger and thirst for justice and peace, and together with those we serve, our mission is to feed, heal, shelter, clothe, lift the spirits of those in need, and create a society in which all persons flourish."

For more information, please visit: <https://www.stanthonysf.org/>

POSITION OVERVIEW

The Associate Director of Development (Associate Director) is responsible for creating and executing on a robust program of short and long-term strategies to secure major and planned gifts. This work involves identification, qualification, cultivation, solicitation, and stewardship of existing and potential donors who are capable of annual gifts in excess of \$10,000 cumulatively. He/She will manage a portfolio of major gift prospects and donors and create portfolios for key leaders in the organization.

The candidate works closely with the Director of Development to implement a donor-centric model of philanthropy whereby donor interests are matched with organizational needs. The Associate Director will work collaboratively within the Development Department, and with several other departments including Programs, Marketing & Communications, and Finance. This role is key to the Development department which presently raises more than \$13 million annually, with a goal of increasing philanthropic income by \$10 million by June 2024.

REPORTING RELATIONSHIPS

Reporting to the Director of Development, the Associate Director will manage a team of talented staff including an annual giving manager, major gifts officer, an events coordinator and a stewardship associate. .

PRIMARY RESPONSIBILITIES

- Manage and grow a portfolio major gifts donors and prospects capable of giving \$10,000 or more annually.
- Build portfolios and guide donor-centric major donor outreach for CEO and Director of Development and coordinate these efforts with development team, utilizing Raiser's Edge NXT to track relationships.
- Engage Board of Directors, Development Committee, and selected donors and volunteers to enhance and deepen the donor's or prospect's engagement with St. Anthony's.
- Oversee collateral materials for the solicitation, acknowledgment, recognition, and stewardship of major gifts.
- Gather needed materials including project information and coordinating budgets to write compelling proposals that align the needs of St. Anthony's with donor intent and capacity.
- Facilitate impact reporting for individual gifts.
- Supervise and manage the Annual Giving Manager and Stewardship Associate to support efforts in upgrading mid-range donors into major donors.
 - Develop and implement strategies to identify and upgrade donors who have made previous gifts between \$5,000 and \$9,999 with the aim of growing and retaining these donors while identifying prospects that have the potential to make major gifts.
- Lead, coach, develop and nurture staff and ensure that performance evaluations are completed annually.
- Working with the Director of Development and Planned Giving Consultant, assist with donor outreach, engagement and related events or activities.
- Review trusts, wills and other estate documents when they are received, and identify and report areas of importance to SAF, as needed.
- Ensure accurate record keeping and documentation of estates and planned gifts in Raisers Edge.
- Partner with Finance on the pledge creation process for pending distributions and provide documentation regarding pledge bookings during auditing process.
- Provide stewardship of existing planned giving donors.
- Working with Data Operations, ensure that all aspects of donor giving is accurately recorded and reported and that all donor/prospect tracking is consistent with protocols.
- In concert with the Director of Development, develop an annual budget and an annual income target goal.
- Effectively represent and articulate the work of St. Anthony's, presenting a compelling case for support of the organization.
- Assist with events through participation, set-up and breakdown.
- Perform other duties as assigned by the Director of Development.
- Comply with St. Anthony Foundation's Statement of Values and adhere to guidelines of SAF Safety Program.

QUALIFICATIONS

- Bachelor's degree required, Master's degree or related field certification desired
- Seven years' progressively challenging fundraising experience, including experience in planned giving
- Experience managing and developing budgets directly with donors and prospects
- Demonstrated success in directly soliciting and securing gifts from individuals, in making cold calls and in developing cultivation and solicitation strategies
- Confident and skilled in soliciting gifts of \$10,000 and above
- Creativity and imagination in developing and implementing engagement strategies with existing donors and prospects
- Excellent oral and written communication skills
- Strong interpersonal and relationship-building abilities, with the personality to work collaboratively with co-workers, volunteers and donors, a team builder
- Ability to work independently and proactively
- Strong organizational skills and the ability to prioritize activities
- Computer skills, including word processing, donor database use and skills preferred (Salesforce, RE7 and or RE NXT experience a bonus) and internet research skills
- Supervisory experience preferred
- Passion for and dedication to the mission of St. Anthony's, including an understanding of and interest in the social and political causes of poverty
- Ability to work extra hours including weekend, evenings as necessary

SALARY OR SALARY RANGE

The salary range for this position is \$115,000 to \$125,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search will continue to post salary ranges on all of its job descriptions moving forward. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

St. Anthony's Foundation is an Equal Opportunity Employer.