Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students furthest from access and opportunity to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background.

**Position: Chief Development Officer**

**Job Location: San Jose, CA**

The Chief Development Officer (CDO) will be responsible for all aspects of the organization’s fundraising and development functions. Reporting to the Chief Executive Officer (CEO), the CDO will serve as a key leadership team member and an active participant in forging new relationships to build SVEF’s visibility, impact and financial resources. The CDO will have primary responsibility for establishing and implementing the infrastructure needed to grow our budget through major gifts, grants, and special events.

**Primary Duties and Responsibilities**

- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization’s values, vision and mission.
- Plan and implement the organization’s fund development strategy to raise $5M in 2022.
- Manage the development team efficiently and oversee development activities in coordination with staff.
- Work closely with the Strategic Impact Team to ensure we have the most donor-valuable data to share.
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and volunteers.
- Provide guidance to Board of Directors in their fundraising efforts (i.e., organize board member-centric event and maximize fundraising opportunities with Board members’ networks)
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development team.
- Collaborate with the District Partnerships team to align funding opportunities with where SVEF services are being provided.
- Acquire potential donors, foundations, and other development opportunities, including state and federal grants.
- Lead and manage annual fundraising events, secure corporate sponsorships
- Lead and manage all marketing and communication efforts
- Interact with high-level funders, including securing major gifts.
- Oversee professional service providers (i.e., Smarter Good)

**Minimum Qualifications**
- 5+ years fundraising experience that includes major gifts
- Proven track record of leading, managing, supervising, and growing a successful team
- Proven track record of planning and initiating successful fundraising strategies and following through to securing funds
- Excellent communication and interpersonal skills; strong community network in the Bay Area
- Ability to maintain professionalism under pressure, to problem-solve, anticipate change and react efficiently with challenging deadlines and priorities
- Strong organizational and project management skills with multi-tasking abilities
- Works well independently but also works collaboratively with a willingness to learn
- Evidence of a strong work ethic; proven leadership
- Demonstrated proactive and creative analytical skills
- Business, nonprofit, and sales experience preferred
- Grant-writing experience, including government grants
- Google Suite, Excel, and Salesforce proficiency
- Experience managing databases and working with fundraising software

**Job Competencies**
- Teamwork
- Strategic thinking
- Communication
- Organization
- People Management
- Leadership

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SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.

Rev. 1/2022
**Compensation**
Immediate start date. Competitive salary based on experience, excellent benefits package. Currently working 3 days per week in the office and 2 days remote. The Chief Development Officer will be expected to travel within the Bay Area. A valid driver’s license and reliable transportation is required.

**Application Process**
Please submit your cover letter and resume to HR@svefoundation.org

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