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**Position:** Director of Development  
**Employment Status:** Full-time, exempt  
**Reports To:** Managing Partner(s)  
**Salary:** \$42,500 – \$46,500  
Commensurate with work and educational experience

### **Overview**

Catalano Fenske and Associates, LLC (CF&A) was established in 2003 to help local companies realize their true potential. Over the last three years, the team at CF&A has taken great pride in the development of its client base as the firm strives toward excellence.

The Director of Development for CF&A plays a key role in this effort. This position is responsible for all fundraising and development activities for CF&A clients. The Director of Development will work closely with the firm's staff and partner(s) to ensure the timely execution of all deliverables for each client.

### **Director of Development Objective**

The Director of Development is responsible for the fundraising and development activities of all CF&A clients. This includes the identification, cultivation, solicitation and stewardship of funders to support CF&A client activities. The Director of Development is a senior position who must have strong knowledge of fundraising and the ability to interact and coordinate necessary activities with CF&A staff, clients, key stakeholders and other related partners to support the activities and interests of CF&A and its clients. The Director of Development reports directly to the managing partner.

### **Task and Responsibilities**

Among other responsibilities as may be assigned over time, the Director of Development shall:

1. Be responsible for the overall development and implementation of all fundraising work plans and strategies designed to support CF&A client's organization needs and priorities; be responsible for aligning the fundraising work plan and strategies for CF&A clients, and be responsible for translating this strategy into a written work plan, and maintaining and updating the work plan over time.
2. Work with managing partner(s) and other CF&A staff to identify, cultivate and solicit appropriate support from individuals, corporations, foundations, and governmental entities.
3. Be responsible for the development of grant proposals and applications to funders in a timely manner. This work will be done in concert with CF&A staff and other individuals as requested by a CF&A client.
4. Work with CF&A accountant, and clients to develop required grant reports to funders, to ensure ongoing compliance with grant reporting requirements.
5. Maintain an understanding of all client contractual deliverables/objectives, data collection, and evaluation activities as related to fundraising and donor cultivation.
6. Assist with the coordination of communication strategies and the development of collateral materials for current and potential funders for all CF&A clients.
7. Work with key CF&A partners and stakeholders to support public/private partnership strategies in key priority areas (such as, not limited to: housing, education, economic development and family services).

8. Develop and maintain an effective working relationship and rapport with individual, corporate, foundation, business, and governmental funding sources.
9. Develop and maintain effective rapport with all CF&A clients, vendors, and business associates.
10. Where appropriate, work with public agencies at the Local, State, and Federal level to secure support for CF&A clients, their projects, and the efforts of any CF&A objectives with regard to achieving its contractual deliverable. From time to time the Director of Development will work in concert with CF&A partner(s) for limited Governmental Affairs activities.

### **Qualifications**

1. Bachelor's degree; experience working with non-profits, foundations, or corporations desirable.
2. Demonstrated skill and knowledge in fundraising and resource development, including a minimum of 5 years work experience with foundations, corporations, non-profit and governmental entities.
3. Demonstrated ability to successfully develop a multi-year fundraising work plan, and demonstrated ability to implement work plans that support organizational objectives.
4. Strong verbal and written communication skills and excellent interpersonal skills.
5. An ability to develop and maintain effective and positive working relationships with a broad range of stakeholders including all CF&A staff, clients, funders, elected officials and business community leaders.
6. A high level of integrity, confidentiality, and accountability.
7. An intermediate level proficiency of use of Microsoft Word, Outlook, Excel, and Power Point.

### **Work Environment and Work Hours**

This position is full-time position. The Development Director will work out of the Catalano Fenske & Associates, LLC main office located at 1999 Tuolumne Street, Suite 801. This position does require some travel to achieve objectives of the client's of CF&A.

The offices of Catalano Fenske and Associates, LLC will provide a safe and clean environment, while providing all the necessary tools to achieve the described job description.

Normal working hours are Monday through Friday from 8:30 a.m. to 5:30 p.m. with two (2) fifteen minute breaks and one (1) hour lunch.

**Please note:** Depending on work load and scheduled events, employee(s) may have to work early morning or late evening. In the event that this occurs, employee(s) may arrange with the managing partner(s) a temporary schedule change to accommodate these projects.

### **Salary**

The salary for this position will be commensurate with work experience, skills and educational background. Salary

Catalano Fenske and Associates, LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, or national origin.