Senior Director, Philanthropic Engagement  
(Full-time, Exempt)

Opportunity Fund, the nation’s leading nonprofit small business lender, believes small dollar loans help hard-working entrepreneurs make lasting change in their own lives and build stronger communities by growing businesses and creating jobs. Opportunity Fund’s community of donors and investors is creating an inclusive financial system that empowers women, immigrant, and minority small business owners.

Our strategy combines microloans for small business owners and New Markets Tax Credit investments in high-impact community infrastructure projects. Since 1994, Opportunity Fund has deployed more than $900 million and helped thousands of entrepreneurs invest in their families’ futures. The organization has committed to lending an additional $1.2 billion to small business owners across the country and investing $174 million in community real estate projects by 2023.

The Position:

Reporting to the Chief Development Officer, the Senior Director of Philanthropic Engagement plays a vital role in creating successful strategies for engaging and expanding the community of individual philanthropists and donors supporting Opportunity Fund. The Senior Director has primary responsibility for managing relationships with Opportunity Fund’s most valued donors. The Senior Director will synthesize the case for philanthropic support, fostering and guiding the growth of donor engagement to drive continually expanding impact. Position is located in our San Francisco office.

Main Responsibilities:

- Independently identify, cultivate, solicit, and secure leadership gifts from individuals, focusing on commitments at the $25,000 level and above.
- Develop annual strategies for individual giving and collaborate with Communications staff to develop messaging to drive engagement and philanthropic contributions.
- Supervise the Director of Events, partnering on overall events strategy.
- Lead sponsor and host prospect identification, cultivation, and solicitation including recruitment of event committee leadership.
- In collaboration with the Chief Development Officer and the Director of Development Operations, you will design and implement solicitation plans for a portfolio of prospects and donors, managing the full solicitation process – from
the identification and staffing of the appropriate solicitor to the creation of compelling proposals and campaigns, donor stewardship and recognition.

- Work closely with the Board of Directors, the Leadership Council, and other leadership volunteers to strategize and implement donor engagement programs including fundraising events. With support from Development Operations, manage prospect research to grow and refine the prospect list over time.
- Provide fundraising knowledge and expertise to manage, coach, and motivate Board Members and other committee volunteers. Cultivate a culture of philanthropy both within and surrounding the organization.
- Project contributed income and related expenses for annual budgets, monitoring moves management, reporting to the Chief Development Officer on progress.
- Work in partnership with Institutional Giving colleagues to develop and execute cultivation and solicitation strategies for family foundations, donor advised funds, corporate event sponsorships, and corporate employee giving programs.
- Work in partnership with the Regional VP of Development in Southern California to coordinate and support individual philanthropic engagement in the region.

**Knowledge, Skills & Abilities:**

- Advanced knowledge of all aspects of fundraising, donor relations and prospect analytics.
- Interest in the mission and vision of Opportunity Fund, and its goals, and objectives.
- Advanced oral and interpersonal communication skills, including political acumen to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Advanced skill in making persuasive and compelling presentations of an organization’s goals objectives to secure gifts.
- Advanced organizational skills to meet predetermined goals and objectives through effective program/project planning, organization, execution and evaluation.
- Advanced analytical and critical thinking skills, and the ability to recognize, and resolve problems.
- Track record of meeting or exceeding fundraising goals and objectives.
- Extensive knowledge of fundraising principles including the techniques and practices of garnering individual support.
- Ability to write persuasively, clearly, and concisely, to blend information from multiple sources into a single, effective fundraising document.
- Ability to interact effectively with Board Members, donors, and staff at all levels.
- Experience working in a fast-paced, results-oriented environment and demonstrated flexibility in meeting shifting demands and priorities is a must.
- Excellent skills in Word, Excel, and PowerPoint, financial projections, and public speaking.
- Familiarity with donor databases required, Salesforce experience preferred.
- Advanced knowledge of ethics in fundraising, applicable laws, rules, and regulations.
- Knowledge of national, regional, and local philanthropic sources preferred.
- Creativity, energy, initiative, and good humor are essential.
• Ability to travel on a regular basis throughout California and nationally.
• Flexibility in work hours and availability some evenings and weekends.
• Deep understanding of the needs, motivations, and interests of major donors.
• Ability to thrive in an entrepreneurial environment.

**Required Qualifications:**

• Bachelor’s degree or equivalent experience in related area
• A track record of 5-10 years of progressively responsible fundraising experience, with demonstrated success securing gifts of $25,000 and above. Experience securing six and seven figure gifts preferred.

**Preferred Qualifications:**

• Graduate degree preferred.
• Knowledge and interest in the fields of economic justice and financial health.

**Perks & Benefits:**

Our mission is what motivates us to come to work each day. We know that happy employees are productive employees, which is why we offer a comprehensive benefits package that includes:

• Competitive salary commensurate with experience.
• An environment that values work-life balance.
• 100% company-funded Medical, Dental, Vision, Life & Disability coverage for employees. Family coverage also available.
• Tax deferred & Roth 403(B) retirement plan with employer contribution.
• Paid vacation (increased with tenure), holiday, sick, and family leave days.
• Company fun days (BBQs, holiday parties, etc.), group activities (potlucks, happy hours, etc.), and monthly free lunches.
• Public transportation or paid parking benefit.

**To Apply:**

Interested candidates should email a resume and thoughtful cover letter to jobs@opportunityfund.org that includes how you heard about the position and “Senior Director, Philanthropic Engagement” in the subject line.

*Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer.* [www.opportunityfund.org](http://www.opportunityfund.org)