



POSITION SPECIFICATION

**DIRECTOR OF DEVELOPMENT**  
**Community Overcoming Relationship Abuse [CORA]**  
**San Mateo, CA**

**Leadership Search Partners**

is a search firm focused exclusively on the nonprofit sector. As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

**Managing Director Scott Staub, ACFRE**

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at [scott@leadershipsearch.com](mailto:scott@leadershipsearch.com).



**TITLE:** Director of Development  
**ORGANIZATION:** CORA  
**LOCATION:** San Mateo, CA  
**REPORTS TO:** Executive Director

### **ABOUT THE ORGANIZATION**

CORA is the only agency in San Mateo County solely dedicated to helping those affected by intimate partner abuse. From counseling to emergency housing, to legal assistance, CORA's services are designed to provide safety, support, and healing. CORA helps victims and survivors of intimate partner abuse and violence through a full array of services, including:

- Two 24-hour Crisis Hotline
- Two safe houses
- Supportive Housing and subsidies
- Community Education & Outreach
- A Legal Phone Line & Legal Services
- Children's Programming
- Mental Health Services
- Youth Engagement & Advocacy

### **ABOUT THE OPPORTUNITY**

CORA is at a pivotal juncture in the organization's history. A new Executive Director (ED), Colsaria Henderson, has taken the helm of this thriving \$6 million organization. Excited to move forward with implementation of the organization's strategic plan, the ED is seeking a fundraising professional to work with the senior management team to develop internal systems that will fully accommodate the recent increase in programming and staffing.

This is a fantastic opportunity for a fundraising leader to manage an energetic fundraising department and work with an enthusiastic Board of Directors to help increase CORA's ability to help victims of domestic violence. S/he will be able to develop and implement a comprehensive, multi-year development plan to reimagine and strengthen how CORA implements development best practices across all levels of the organization.

The ideal candidate will come with the enthusiasm, skills and qualifications to be able to handle the following responsibilities:



- **Leadership** - Function as an organizational leader and a highly collaborative member of the senior management team; provide staff leadership to board members for development; hold organizational responsibility for strengthening systems and implementing best practices; and be responsible for the success of fundraising programs, including foundation, corporate and individual giving, and events
- **Staff Management** - Lead the development team: Hire, inspire, manage, and develop team so they are informed and passionate about the mission and committed to working effectively toward continual process improvement
- **Individual, Foundation & Corporate Major Gifts** - Develop and implement a major gifts program as well as ensure that individual donor cultivation, solicitation, and stewardship best practices are institutionalized within the development department; continuously cultivate relationships with individual and institutional donors and the community by maintaining reputation, visibility, and responsiveness
- **Board Development** - Work in close partnership with the Executive Director, Board Chair, & board members to build the Board's capabilities in development, especially in major donor engagement, solicitation, and stewardship
- **Financial Accountability** - In partnership with the Director of Finance and Operations, develop and manage fundraising budgets; assume clear responsibility for meeting or exceeding budgeted revenue goals; and ensure best practice use of analytics, data, and metrics to forecast and track progress and success of fundraising goals, strategies, and tactics

## Professional Experience/Qualifications

- 7+ years of fundraising experience and strong knowledge of fundraising principles and best practices, with at least 2 years as manager of others
- Experience in a fund development department with a well-developed, long-range plan
- Broad and deep fundraising experience, including annual giving, major gifts, events, grants (private and corporate) and planned giving
- Proven ability to help the Board become more engaged and effective in fund development
- Prior success in the development and implementation of individual and major gifts programs, with deep familiarity with best practices in moving donors up the ladder of giving, and ability to implement and manage a multi-level donor engagement and stewardship plan
- High comfort level with improving systems, analyzing data, and using data and metrics as management tools; proven ability to forecast accurately, manage to budget

### Knowledge:

- Knowledge of the philanthropic community in the greater Bay Area a plus
- Previous track record of successfully raising funds for social services a plus



Personal Characteristics:

- Generates innovative solutions; leverages resources; thinks expansively; evaluates multiple solutions; ensures relevance; executes with precision; highly organized and deadline driven
- Develops collaborative relationships to facilitate the stated goals; seeks opportunities; facilitates agreement and commitment
- Passion for the mission of CORA

Education:

- Bachelor's degree required
- CFRE preferred

## COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

## TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of CORA. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to Chelsea Burr at [chelsea@leadershipsearch.com](mailto:chelsea@leadershipsearch.com), with "Director of Development, CORA" in the subject line.

Inquiries may be made, in confidence, to Managing Director Scott Staub at [scott@leadershipsearch.com](mailto:scott@leadershipsearch.com).

**CORA** provides equal employment opportunities without regard to race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.

**LEADERSHIP SEARCH PARTNERS** is a search firm focused exclusively on the nonprofit sector. Based in in the San Francisco Bay Area, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders. [www.leadershipsearch.com](http://www.leadershipsearch.com)