



**POSITION TITLE:** Senior Development Officer

**JOB DESCRIPTION:**

The Senior Development Officer serves as a member of the core Resource Partners team to develop and implement a comprehensive Village at Market Creek fundraising and capacity building strategy. The role is a relational one and not solely transactional. Working with residents, non-profit organization representatives and professionals, the Senior Development Officer develops and implements resource development goals, strategies and fundraising plans. Additional responsibilities include capacity building strategies to strengthen resident working teams to “learn, plan, and do”—transferring the skills needed for “the resident ownership” of sustaining resource development. This requires working side-by-side with resident teams in a learning relationship and developing simple, accessible resource development tools, techniques and trainings.

**CONTACT:** Human Resources, Sandra Candler-Wafer ([scandler@jacobscenter.org](mailto:scandler@jacobscenter.org))

**ESSENTIAL JOB DUTIES/TASKS:**

**RESOURCE DEVELOPMENT**

- Assist in developing and implementing a comprehensive Village at Market Creek resource development plan.
- Develop resource goals, plans and benchmarks for your portfolio.
- Write grant proposals and steward committed funds through the implementation and reporting phase of the work.
- Manages working teams and serve on the Master Planning Work Group and related groups as appropriate.
- Develop, maintain and strengthen relationships with key officials, funders, partners and stakeholders
- Coordinate efforts within the team of Resource Development professionals
- Attend pertinent meetings, conferences and working groups to build knowledge, relationships and opportunities.
- Build organizational knowledge about using social media in development
- Work with Shared Learning and Evaluation to include valuable learning structures into grant requests.
- Work with the community development team to develop resources to support their work and coordinate opportunities to enhance existing efforts.
- Develops implements and evaluates quarterly work plans and is accountable for completion of assignments and progress on benchmarks.
- Provides monthly, quarterly and annual reports and updates noting accomplishments, failures, lessons learned, and recommendations.
- Tracks policy changes and funding trends and opportunities, identifying potential impacts on Village community development and resource development.

**CAPACITY BUILDING TRAINING, TOOLS, AND TECHNIQUES**

- Develops strong working relationships with members of resident network teams and public sector partners in building trust and spirit of cooperative learning.
- Uses participatory planning process to develop capacity building goals and learning agenda with resident network teams.
- Provides simple, accessible, participatory resource development trainings and tools, as needed, for resident network teams.
- Identifies resident team members with interest and abilities in resource development and provides leadership learning opportunities to develop their skills.

**EDUCATION LEVEL:**

- Minimum 10 years of work history with progressively more responsibility and a graduate degree preferred

**MINIMUM SKILLS/QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong record of fundraising strategies and achievement of goals, including a history of six and seven figure gifts
- Working knowledge of community development and civic engagement strategies.
- Demonstrated relationship, listening, and teaching/learning skills
- Demonstrated creative thinking and problem-solving abilities
- Experience working with diverse cultures

**ACCOUNTABILITY**

The Senior Development Officer reports to the Vice President of Strategy and Philanthropic Partnerships.

**PHYSICAL DEMANDS:**

- Ability to sit for sustained periods of time, perform paperwork activities upto 8+ hrs/day
- Intermittent standing and walking to move about the facility
- Finger dexterity sufficient to complete paperwork activities and ability to see letters and numbers on a computer screen and on memos, reports and other documents.
- Ability to hear and speak to employees and outside business associates on the phone and in person.

**WORK ENVIRONMENT:**

- Various inside locations with varying temperatures and floor surfaces

NOTE: The above statements are intended to describe the level of work to be performed by a candidate. It is not intended to be exhaustive list of all duties and skills. Candidates may perform other duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Management retains the right to add to or change the duties of the position at any time. Jacobs Center for Neighborhood Innovation (JCNI) is an Equal Opportunity Employer. It is the policy of JCNI, to base all employment decision on the principles of equal employment opportunity and to take affirmative action in the employment of women, minorities, individuals with disabilities and veterans.

**COMPANY DESCRIPTION:**

The Jacobs Center for Neighborhood Innovation partners with resident teams in an underinvested community called the Diamond Neighborhoods in southeastern San Diego, California. Our mission, "Resident Ownership of Neighborhood Change," is based on the philosophy that residents must envision, drive, and own change in their community to make it meaningful and sustainable. We are working on a comprehensive development plan to transform 60 unused, untended, and underutilized acres into *The Village at Market Creek*, a vibrant community center and cultural destination in the heart of San Diego. A series of social enterprises, ultimately owned by residents, include a conference and community center, retail establishments, service providers, educational hubs, affordable housing, and a variety of marketplaces.

**ADDITIONAL INFORMATION**

**POSTED:** FEBRUARY 20, 2013

**TYPE:** FULL-TIME

**COMPENSATION:** COMPETITIVE COMPENSATION PACKAGE COMMENSURATE WITH EXPERIENCE

**FUNCTIONS:** STRATEGY & PHILANTHROPIC PARTNERSHIPS

**JOB ID:** 30700408