



## Job Announcement

**Title:** Development Director  
**Department:** Development  
**Reports To:** Senior Director of Advancement  
**Status:** Exempt

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Shanti Project (Shanti) is an innovative nonprofit organization that builds human connections to reduce isolation, enhance health and well-being, and improve quality of life for local community members. Through comprehensive, continuum-of-care programs, including in-home and onsite care navigation, emotional and practical support, and services to preserve the human-animal bond, Shanti strives to enhance the lives of those living with terminal, life-threatening, or disabling illnesses or conditions. Founded in 1974, Shanti is celebrating its 50th Anniversary of supporting our community in San Francisco.

### **POSITION SUMMARY:**

The Development Director reports to the Senior Director of Advancement and works closely with the Senior Director of Advancement, Executive Team, and board members to sustain and expand fundraising, community engagement, and communications programs. The Development Director contributes to all areas of fundraising, with particular oversight of campaigns, special events, institutional giving, and data management. In addition, the Development Director works with the Senior Director of Advancement to manage organization communications, as well as relationships with external consultants, including graphic designers, direct mail advisors, and other professionals. In performing these duties, the Development Director maintains the highest ethical and professional standards.

### **PRIMARY RESPONSIBILITIES:**

- Collaborate with the Senior Director of Advancement to develop strategy and implement a comprehensive development plan, which includes increasing and diversifying revenue from individuals, grants, and special events.
- Oversee development communications strategy and plan, including but not limited to direct mail campaigns, digital and print donor communications (including impact report and e-newsletters), social media, and donor acquisition campaigns.
- Collaborate with Senior Director of Advancement to support strategy and implementation of organization-wide external communications, including but not limited to management of traditional and online publications and marketing collateral (annual impact report, newsletters, website, and social media), creation and management of protected trade and service marks and a brand manual, internal compliance with communication policies, and program-focused external communications.
- Oversee institutional giving, including corporate giving and grants. Steer grant-seeking strategy, identify new sources of potential funding, cultivate relationships with funders, and lead proposal development, tracking, and reporting.
- Manage the development and administrative infrastructure of data management systems, event systems, and policies to ensure high standards and timely donor recognition and stewardship. Monitor adherence to established policies and industry standards.

- Collaborate with Senior Director of Advancement and CEO to development and implement major gifts and planned giving programs, by supporting strategy, planning, and tactical implementation such as donor prospecting, acquisition, and cultivation.
- Work with the Senior Director of Advancement to set up meetings and advise CEO and board members on next steps for high-level donor cultivation.
- Participate in Board Development Committee and related subcommittee meetings as needed.
- Implement major donor cultivation/stewardship events, including house parties, luncheons, teas, and other gatherings.
- Collaborate with Senior Director of Advancement on event strategy and oversee planning and operation of community and donor events.
- Partner with Senior Director of Advancement to develop annual grant projections and manage board-approved department budget.
- Represent Shanti in the philanthropic community at events including galas, luncheons, meetings, and conferences.
- Provide leadership and support in meeting fundraising, communications, and community engagement measurable goals and objectives and supporting staff in their professional development.
- Assist in adherence to fundraising best practices as well as policies and procedures.
- Other duties as assigned.

#### **QUALIFICATION/REQUIREMENT**

Shanti seeks highly qualified candidates with as many of the following areas of knowledge, ability, skills, and experience as possible:

- A minimum of 3-5 years of development experience in the nonprofit sector, with direct experience with grant writing, campaign management, gift processing and data management, and communications.
- Skill in writing compelling grant proposals and donation requests.
- Extensive experience posting on a different social media platforms.
- Familiarity with Salesforce in tracking and reporting donor information.
- Excellent relationship-building and written and verbal communication skills.
- Exceptional interpersonal skills with a high level of emotional intelligence (EQ), as well as interact professionally across all parts of the organization.
- Commitment to diversity, equity, inclusion, and belonging (DEIB) values and experiences. Sensitivity to diversity including, but not limited to, sexual orientation, gender identification, race, language, spirituality, and culture.

**COMPENSATION/BENEFITS:** Shanti offers a competitive non-profit salary ranging from \$95,000 - \$110,000 (depending on experience). Shanti also offers a comprehensive benefit package, including multiple fully covered medical options as well as dental and vision. Other benefits include life insurance, long term and short-term disability, chiropractic/acupuncture, Employee Assistance Program and an optional Teledoc plan. A 403B saving plan is also available to all employees.

Shanti allows for flexible schedules as well as promotes a culture of self-care for all our employees. In the first year of employment, employees earn 90 hours of sick time and 112.5 hours vacation annually. Employees begin accruing sick time and vacation time starting their first day of employment with no waiting period (i.e. you can use as you accrue). Employees also receive two (2) personal days annually as well as 17 paid holidays.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to work on a computer, including sitting at a desk, for extended periods of time. Able to read a computer screen. Manual dexterity to operate a keyboard.
- While performing job duties the Development Director will regularly be required to navigate and travel around the city of San Francisco using public transportation.

**EQUAL OPPORTUNITY:** Shanti is an equal opportunity employer that supports and lives diversity in our staffing and values. Shanti complies with applicable federal, state, and local laws governing nondiscrimination in employment. We actively encourage and seek qualified candidates of all backgrounds. We also will consider for employment qualified applicants with arrest and conviction records.

**APPLICATION PROCESS:** To apply, please send a resume and a cover letter to Shannon Bourne, Sr. Director of Administration and Operations at: [HR@shanti.org](mailto:HR@shanti.org) Please no phone calls.