



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

The Director of Development and Communication leads the organization’s fundraising, external communications, and marketing initiatives. This position manages a high-functioning team and works to increase and diversify funding while elevating the organization’s brand recognition and visibility at the community and thought-leader levels.

Rising Sun’s Director of Development and Communication is a full-time position that sits on the Senior Leadership team and reports directly to the Executive Director. The Director of Development and Communication works in collaboration with the Executive Director, other members of the leadership team, Board of Directors, and development and communications staff to accomplish the goals of the organization. This position is an integral part of Rising Sun’s commitment to make a significant and lasting impact in the lives of hundreds of people every year.

A successful Director of Development & Communications...

- Is passionate about Rising Sun’s mission and excited about championing it
- Has strong interpersonal skills, enjoys networking, and builds relationships to support Rising Sun’s mission – the successful person in this role loves getting out of the building to champion the organization’s work and impact
- Is a self-starter and goal driven, brings in new prospects, and is not afraid of the word “no”
- Works well independently towards big-picture goals
- Is a strong writer and can articulately write our story and impact
- Will motivate staff, board members, and other volunteers
- Is well-organized - tracks and delivers on deadlines
- Has a positive attitude, shows concern for people and the communities we serve, demonstrates presence, and practices humility and open-mindedness
- Is an expansive and creative thinker - is a master problem solver and enjoys challenges
- Collaborates well as part of the organization’s Senior Leadership team
- Has at least 5 years of direct development experience
- Is technologically proficient and comfortable using databases: Salesforce, Development and Communication software, Google Suite, and Microsoft Office

The Director of Development & Communications is responsible for...

Fund Development

- Create the organization's new development plan in line with our strategic plan
- Develop and oversee annual fundraising program, including major gifts
- Develop a portfolio of major gift donors/prospects and manage the fundraising strategy for these donors with primary responsibility for cultivation, solicitation, and stewardship
- Build and strengthen relationships with corporations to develop corporate sponsorship and other development opportunities
- Create customized solicitation strategies that match the objectives of the organization and interests of donor prospects
- Oversee the government and foundation fund development process including managing high level relationships, managing contracts, and shepherding the fundraising and reporting processes
- Direct capital campaigns and other major fundraising drives
- Work closely with the Executive Director on new funding opportunities
- Make public appearances, attend networking events, and accept speaking engagements to share information about Rising Sun
- Oversee fundraising database and tracking systems
- Oversee creation of communications and publications to support development activities
- Perform other duties as assigned

Communications

- Create marketing plan and strategy for the organization in collaboration with Marketing Manager
- Build and sustain strong organization brand internally and externally; maintain integrity of brand and identity
- Oversee and provide vision for all institutional communications including annual report, collateral, videos, social media presence, etc.
- Develop social media marketing strategy and analyze key data points; shift strategy as necessary for efficacy
- Elevate Rising Sun's profile and brand through comprehensive strategies including relationships with key influencers and press
- Support staff and board in developing their communication skills and messaging through training
- Perform other duties as assigned

To hold this position, you must...

(We are serious; no matter how much we like you, we simply cannot consider you for this position if you don't meet the following:)

- Able to travel within the Bay Area and Central Valley
- Have significant prior development experience
- Be able to work some flexible hours (e.g., evenings and occasional weekends)

It's a big plus if you have experience...

- Working with workforce development programs
- As a Development Director
- Cultivating and prospecting major donors
- Public speaking
- Have a car, valid driver's license, and insurance
- Have a Master's in Marketing and or Communications, Non-profit Management, or Business Administration

About Rising Sun...

Rising Sun is a premier nonprofit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our Opportunity Build program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our Climate Careers program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operate Bay Area and Central Valley counties.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We are deeply committed to equity and inclusion and want to do the self-work necessary to be successful in these areas. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is an exempt, full-time, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations. Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

Please email your resume, cover letter, and three professional references to burns@risingsunenergy.org, and include "Director of Development & Communication" in the subject line.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA; women and minorities are encouraged to apply.

For more information about Rising Sun, please visit www.risingsunenergy.org

