



# RISING SUN

## CENTER FOR OPPORTUNITY

### JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT & COMMUNICATIONS

The Director of Development & Communications leads Rising Sun's fundraising and communications initiatives. This position manages a team of two and works to increase and diversify funding while elevating the organization's visibility and values.

Rising Sun's Director of Development & Communications is a full-time position that sits on Rising Sun's Leadership team and reports directly to the Chief Executive Officer. The Director of Development & Communications works in collaboration with the Chief Executive Officer, 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.

#### 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](http://www.risingsunenergy.org)*

A successful Director of Development & Communications...

- Is passionate about Rising Sun's mission and excited to actively champion it; takes ownership of the success of the organization's development goals
- Has strong interpersonal skills, enjoys networking, and builds relationships to support Rising Sun's mission; loves getting out into the community to share the organization's work and impact
- Is a goal-driven self-starter who's not afraid of the word "no"; persistent, efficient, effective, and creative in identifying and securing revenue opportunities while remaining true to our work and mission
- Works well independently towards significant fundraising goals, effectively employing a variety of intentional strategies to meet those goals
- Is a strong writer, editor, and speaker who can articulately share our story and impact; presents information, analysis, ideas, and positions in a clear, succinct, accurate, and convincing manner, tailored to the audience

- Thinks creatively and expansively, always listening for new opportunities; is a master problem-solver and thrives in the face of a challenge
- Fosters a fundraising culture among staff and on the Board by building relationships, making it easy for people to participate, and inspiring action; collaborates closely with programs to understand their needs and to share their stories
- Has a track record of leading or co-leading organizational strategy and culture in collaboration with a team
- Is a skilled manager of people/teams, with a history of motivating staff and inspiring others to perform their best; leads by example and is an efficient and organized delegator
- Has a positive attitude, demonstrates an understanding of the people and the communities we serve, practices humility and open-mindedness
- Is technologically proficient and comfortable using: Salesforce (or other CRM), online platforms, social media, Google Suite, and Microsoft Office

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

#### *FUNDRAISING & DEVELOPMENT*

- Develop, implement, and lead an intentional and multi-faceted fundraising strategy and plan; co-develop realistic and ambitious development goals
- Create, implement, and oversee a three-year development plan to meet the organization's annual revenue goals (\$4-5M) and to increase giving over time, in line with our Strategic Plan and in support of Rising Sun's mission
- Maintain and steward strong relationships with existing funders, identify new opportunities, and cultivate new prospects
- Oversee the organization's Annual Fund, including Rising Sun's annual fundraising event and annual giving campaign
- Identify and pursue opportunities to diversify Rising Sun's funding portfolio, including major gifts and corporate giving
- Take ownership of Rising Sun's annual fundraising goals and strategies
- Oversee the application process for government and foundation grants, including managing high level relationships, collaborating with program staff and leadership, monitoring contracts, and shepherding the reporting process
- Work closely with the Leadership team to develop and pursue new, strategic funding opportunities
- Make public appearances, attend networking events, and accept speaking engagements to increase Rising Sun's visibility and cultivate new funders
- Oversee the effective use of Rising Sun's development database (Salesforce) and tracking systems; set departmental fundraising goals and metrics and track outcomes annually and over time
- Support the Chief Executive Officer in her development and fundraising responsibilities
- Develop and manage the Development/Communications annual budget
- Perform other duties as assigned

## COMMUNICATIONS

- Support the Development & Communications Associate to create a multi-year communication plan and strategy to increase brand awareness, organizational visibility, and in support of the organization's mission and values
- Act as the primary ambassador and manager of Rising Sun's brand internally and externally; maintain integrity of brand, marketing materials, and identity
- Oversee and provide vision for all institutional communications including annual report, collateral, videos, social media presence, etc., ensuring brand and mission alignment as well as accuracy and professionalism
- 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; facilitate staff's ability to act as Rising Sun ambassadors
- Perform other duties as assigned

## LEADERSHIP

- Supervise, coach, and hold accountable 2-3 development & communications staff
- Collaborate as a member of Rising Sun's leadership/Director team, bearing the leadership standard for the organization, implementing the organizational mission and vision, and contributing towards a thriving organizational culture
- 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:)*

- Be able to travel within the Bay Area and Central Valley
- Have significant prior fundraising and development experience (5+ years) and leadership/management experience with a track record of bringing in meaningful revenue on an annual basis (\$500K+)
- Be able to work some flexible hours (e.g., evenings and occasional weekends)
- Cultivating and prospecting major donors

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

- Experience as a Development Director
- Raising funds for workforce development programs, direct service organizations, and/or environmental/climate justice
- Competency using Salesforce, particularly for development
- Advanced public speaking skills
- Experience with nonprofit marketing, communications, social media, and traditional media
- A Master's in Marketing and/or Communications, Nonprofit Management, or Business Administration
- A car, valid driver's license, and insurance

### 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 and the building trades. Our Climate Careers program employs local low-income 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 remote work 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 [hatton@risingsunopp.org](mailto:hatton@risingsunopp.org), and include "Director of Development & Communications" in the subject line.