



OPPORTUNITY DESCRIPTION

DIRECTOR OF DEVELOPMENT
COMMON COUNSEL FOUNDATION

LOCATION: This position is hybrid, which means the successful candidate will need to live in the Bay Area. Common Counsel Foundation office location is in Oakland, CA

COOK SILVERMAN SEARCH
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Greenbrae, CA 94904

www.cooksilverman.com



ABOUT COMMON COUNSEL FOUNDATION

Common Counsel Foundation has 35 years practicing progressive philanthropy, funding grassroots social movements and centering the leadership of communities that have historically been marginalized by intersecting systems of oppression. We partner with families and individual donors and are home to multi-funder collaborative initiatives, all with the goal to expand philanthropic resources for progressive social movements.

POSITION OVERVIEW

In this newly created position, reporting to and partnering with the Executive Director, the Director of Development (DOD) sets strategy and provides oversight of all development and fundraising functions and processes for Common Counsel Foundation. Core responsibilities for the DOD role include growth of institutional partnerships, major gifts, and planned giving. This individual will play a pivotal role in evolving the Common Counsel Foundation revenue model for long-term financial sustainability and mobilizing resources for social justice movements.

For more information, please visit <https://www.commoncounsel.org/>.

REPORTING RELATIONSHIPS

This position reports to the Executive Director and oversees a Development Manager.

OPPORTUNITY HIGHLIGHTS

- Salary range is \$160,000-\$195,000
- Benefits include:
 - Medical, Dental and Vision for employees and their dependents
 - Flexible spending accounts
 - Health & travel reimbursement
 - Life and Disability insurance
 - Non-elective 401(k) plan contributions
 - Generous sick and vacation paid time off plus 13 paid holidays per year
- The opportunity to support and center social justice and equity movements for the well-being of our communities.

YOU ARE

- Strategic, seasoned development professional who lives the core values of social justice and supports racial equity movements
- Polished, professional ambassador who builds authentic, long-term relationships in service of inspiring funders and donors to become powerful allies in social justice movements through their generosity
- Conscious collaborator and active listener who intentionally builds consensus internally, externally, and with key members of the community
- Inspired leader who will build on existing relationships and create pathways to new funders, donors, and relationships

PRIMARY RESPONSIBILITIES

Strategic Thinking & Leadership

- Serve as a key ally and strategic partner to the Executive Director.

- Collaborate closely with the Executive Director, Board Members, and senior leadership of the Common Counsel Foundation.
- Build a culture of philanthropy, internally and externally, that will attract staff, board members, and financial supporters to the organization and inspire excellence in donor relations and fundraising.

Fundraising Strategy & Execution

- Work with the Executive Director, board members and staff to develop and implement a comprehensive multi-year development strategy that includes growth of institutional partnerships, major gifts, and planned giving.
- Lead prospect research to identify potential institutional supporters, including foundations, corporations, government agencies, individual donors and other funding sources that can build a robust fundraising pipeline to resource immediate and long-term organizational objectives and priorities
- Collaborate with CCF's senior leadership team to support and align fundraising goals with the organization's strategic initiatives and priorities (eg. Housing justice, Native Voices Rising etc).
- Create compelling fundraising proposals, presentations, and materials to solicit funding from corporations, foundations, government agencies, and other funding sources.
- Cultivate and maintain relationships with potential and existing individual donors, including stewardship efforts to acknowledge and recognize their contributions.
- Serve as a point of contact for institutional partners, addressing inquiries, providing updates, and ensuring a positive donor experience.
- Identify, cultivate, solicit, and steward individual major and legacy gifts and encourage individual donors to consider planned and blended giving strategies.
- Collaborate with strategic philanthropic advising staff to help convert CCF clients into CCF financial supporters
- Promote optimal approaches and best practices throughout every stage of the fundraising process.

Management & Internal Operations

- Provide strong leadership and effective management for the development team, creating an environment of respect, creativity, and learning.
- Oversee a comprehensive accounting, transmittal, and acknowledgement process for revenue including donor records and recognition.
- Assist the Development Manager with the implementation of Salesforce, coordinating with internal teams and external vendors as necessary.

COMPETENCIES

- 10+ years of experience in frontline fundraising for social justice movements
- Proven track record in developing and refining fundraising goals and objectives, for leading nonprofit organizations with clearly defined priorities and advanced metrics
- Ability to be a self-starter, with proven research skills to identify new prospects and opportunities for Common Counsel Foundation
- Strong commitment to racial, economic, and social justice and equity
- Track record of expanding and sustaining donor relationships over time
- Results-driven, solution-oriented, and goal-oriented team player
- Demonstrates emotional intelligence, compassion, and creativity in the workplace
- Strong relationship building and collaboration skills
- Comfortable with public speaking, delivering presentations, and direct solicitations
- Outstanding written and verbal communication skills
- Adheres to the highest ethical standards and prioritizes confidentiality
- In-depth understanding of foundation business models
- Strong values alignment and commitment to the mission, vision, and values of CCF
- Bachelor's degree and/or Certified Fund-Raising Executive (CFRE) preferred, or equivalent experience

EQUITY STATEMENT

Common Counsel provides equal employment opportunities to all employees, volunteers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age,

sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All positions at Common Counsel involve frequent use of a computer and telephone. Reasonable accommodation can be made to enable individuals with differing abilities to perform the essential functions of their position.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Common Counsel Foundation is an Equal Opportunity Employer.