



9215 Rose Parade Way
Sacramento, CA 95826
Africahousesacramento.org

Africa House Sacramento

Development Associate Job Description

Job Title: Director of Development (Independent Contractor)

Location: Sacramento, California

Reports To: Board of Directors via Board Chairman or designee

33% Time

Goal: \$5.5 Million within 2-3 years

Position Overview

The Director of Development will play a key role in advancing Africa House Sacramento's mission by leading and implementing strategic, dynamic, capital fundraising initiatives aimed at achieving its objective of obtaining a building for its programs and operations. This position is ideal for a seasoned development professional with experience in a small nonprofit environment who is passionate and dynamic about cultivating donor relationships, securing funding, and expanding our financial resources. Reporting directly to the Board via the Board Chair, the Director of Development will work collaboratively across teams and the Building/Development Committee to align fundraising goals with the organization's strategic vision and community impact objectives.

Key Responsibilities

Fundraising Strategy & Execution: Develop, implement, and oversee a comprehensive, capital fundraising plan, including annual giving, major gifts, corporate sponsorships, grants, special events, and digital campaigns. Set and achieve fundraising targets and metrics in alignment with the organization's goals. Regularly assess fundraising activities to maximize impact, cost-efficiency, and donor engagement.

Donor Cultivation & Stewardship: Build and maintain relationships with individual donors, foundations, corporations, and other funding sources. Plan and execute donor engagement activities, including outreach, recognition programs, stewardship communications, and annual appeals. Conduct prospect research to identify new donor and sponsorship opportunities and expand the donor base.

Grant Writing & Management: Identify and prioritize grant opportunities, write and submit grant proposals, and manage grant reporting and stewardship. Maintain accurate records of grant submissions, awards, and reporting deadlines.

Bridging the Gaps: Across Communities, Cultures, & Continents



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Event Planning & Coordination: Oversee planning and execution of fundraising events, ensuring that they align with the organization's goals and meet revenue objectives. Collaborate with staff, board members, committees, and volunteers to ensure successful event logistics, marketing, and follow-up.

Marketing & Communications: Work closely with the communications team to develop compelling messages and materials that support fundraising goals, including social media content, newsletters, and the annual report. Oversee development communications to ensure consistent messaging that conveys the impact of donor support.

Board & Leadership Collaboration: Work with the Board Chair or designee and Board of Directors to develop and execute fundraising strategies. Provide staff support to the Building/Development Committee and assist in engaging board members in fundraising activities.

Qualifications

- Bachelor's degree or higher in a relevant field, such as Nonprofit Management, Communications, or Business, or equivalent experience.
- Minimum of 3 years of nonprofit fundraising experience, with demonstrated success in major gifts solicitation, grant writing, and donor stewardship.
- Demonstrated mission driven fundraising experience with a track record of personally raising \$500k - \$2million annually.
- Proven track record of developing and executing successful fundraising campaigns in a small nonprofit setting.
- Strong interpersonal and communication skills, with the ability to build and sustain relationships with donors, stakeholders, and community partners.
- Excellent project management and organizational skills, with a detail-oriented approach.
- Experience in using donor management systems (e.g., Donor Perfect, Raiser's Edge, Salesforce) and strong proficiency with Microsoft Office Suite.)
- High level of integrity, professionalism, and a commitment to the mission of Africa House Sacramento.

Preferred Qualifications

- CFRE (Certified Fund-Raising Executive) or similar professional certification.
- Experience in managing a small team of development professionals or volunteers.
- Familiarity with online fundraising platforms and digital marketing for nonprofits.

Key Professional Attributes:

• Strong strategic vision • Outstanding leadership, interpersonal and presentation skills • Solid general and financial management skills • Outstanding consensus builder • Team oriented; mentor and coach • Proven ability to interact positively with a wide variety of stakeholders • Community oriented, politically astute

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Compensation

The position will work as Independent Contractor, approximately 33% time base, temporary, and subject to results.

The compensation is between \$40,000-\$50,000/year, subject to monthly review of results; may be terminated at will by the Africa House Sacramento.

Actual payment amount subject to negotiation.

Submit your CV, plus a letter of interest with a brief proposed plan for achieving the stated fundraising goal, cash/in-kind to africahousesacramento@gmail.com. Position open until filled, with priority date of February 1, 2025.