



# San Francisco

**Title:** Development Manager

**Position Location:** San Francisco

**Terms :** Part-time, Contract (18.75 hours per week, 1099)

**Compensation :** 60,000 per year (prorated for 18.75 hours a week)

**Reports To:** Executive Director

## About Us:

The National Alliance on Mental Illness in San Francisco (NAMI SF) is the community's voice on mental illness. We are a part of a grass-roots, nonprofit, national NAMI organization, and also an affiliate of NAMI California. NAMI San Francisco was founded in 1983 by family members of people living with a mental illness.

## Our Mission

- Support people with mental illnesses and their families by helping them find the coping mechanisms for their daily struggle with brain disorders
- Educate people who have mental illness, their families, and the general public about mental illness with the goal of dispelling ignorance and stigma.
- Advocate for more research and an improved system of mental health services across the nation.

At the heart of NAMI San Francisco's mission is the sharing of information and striving to end the stigma associated with mental illness. To this end, we offer a Helpline, support groups, educational meetings, newsletters, and a number of educational classes on mental illness held at various locations throughout the city.

## About the Role:

The Development Manager will play a crucial role in securing financial support for our organization. This part-time position involves developing and implementing fundraising strategies, coordinating fundraising events, and cultivating relationships with donors and sponsors. The ideal candidate is a proactive, detail-oriented individual with a passion for mental health advocacy and proven experience in fundraising.

## **Responsibilities**

Essential functions and responsibilities include, but are not limited to:

### **Fund Development:**

- Develop and implement comprehensive fundraising strategies to meet the organization's financial goals.
- Identify and research potential donors, sponsors, and grant opportunities.
- Cultivate and maintain relationships with individual donors, corporate sponsors, and foundations.
- Prepare and submit grant proposals and funding applications.
- Maintain accurate records of donations, sponsorships, and grants.

### **Fundraising Event Coordination:**

- Plan, coordinate, and execute fundraising events, including but not limited to our primary annual fundraiser, the NAMI Walk, galas, and community outreach events.
- Develop event concepts, budgets, and timelines in collaboration with the Executive Director and event committees.
- Secure event venues, vendors, and sponsorships.
- Oversee event logistics, including marketing, volunteer coordination, and day-of-event management.
- Evaluate the success of events and provide recommendations for future improvements.

### **Donor Communication and Stewardship:**

- Develop and implement donor communication plans to keep supporters informed and engaged.
- Create and distribute newsletters, annual reports, and other communication materials.
- Acknowledge and thank donors promptly and appropriately.
- Organize donor appreciation events and recognition programs.

### **Administrative and Other Duties:**

- Assist with the development and implementation of fundraising policies and procedures.
- Collaborate with other team members and departments to ensure fundraising efforts align with organizational goals.
- Perform other duties as assigned by the Executive Director.

## **Qualifications**

- Bachelor's degree or equivalent experience.
- Minimum of 3 years of experience in fundraising, event coordination, or a related role.
- Proven track record of successful fundraising and grant writing.
- 3 years of proven experience in recruiting and mobilizing volunteers to achieve goals.
- Preferred peer-to-peer fundraising experience or equivalent sales background.
- Confident, goal-oriented, positive self-starter able to work independently with limited supervision and collaboratively with internal and external partners.
- Demonstrated ability to form and develop corporate relationships and partnerships.
- Strong organizational and project management skills.

## **Knowledge, Skills and Abilities**

- Ability to recruit and manage large numbers of volunteers at different levels of expertise with diplomacy.
- Ability to work with diverse communities and demonstrate equity and inclusion.
- Excellent interpersonal skills including verbal and written.
- Ability and willingness to work occasional evenings and weekends as required for the job.
- Strong computer skills, proficient with Microsoft Office products and social media; experience with, or ability to rapidly learn, Google Drive, Donor Drive and Salesforce.

## **Working Conditions:**

- Fully remote
- Occasional in person events as needed (no more than 5)
- Work collaboratively with a small team of staff, board members, and volunteers who are committed to the mission of NAMI San Francisco and who understand the challenges of living with or supporting loved ones with mental health conditions.
- Note that as a 1099 contractor, the candidate will be responsible for their own taxes and benefits.

## **Application Process :**

Please send your application material to [jobs@namisf.org](mailto:jobs@namisf.org). Please do not call.

Applications must include (1) a cover letter explaining why you are interested in this position and the ways in which you satisfy the qualifications specified above, and (2) a resume. Applications will be accepted until the position is filled. We encourage you to apply as soon as possible as we will be evaluating applications on a rolling basis.

Please note that only shortlisted candidates will be contacted.

We offer a positive work environment. If you are a motivated individual, seeking a challenging opportunity to make a difference in your community and have excellent organizational skills, we would love to hear from you. Thank you for your interest in this position.

*NAMI San Francisco advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, and any other basis prohibited by law. The organization also provides reasonable accommodations for qualified applicants and employees with disabilities. This equal employment opportunity policy applies to all aspects of employment, including recruitment, selection, advancement, training, problem resolution, and separation from employment. Through this policy, NAMI SF strives to establish and maintain an equitable and accessible work environment that is free from discrimination and supportive of a workforce that reflects the rich diversity of our communities and the people we serve.*