



Job Description

Position: Development Director

About MyPath

Legacies of racially motivated socio-political policies deny youth of color equitable opportunities to build wealth and be economically mobile. A national nonprofit based in the Mission District of San Francisco, MyPath, places youth and young adults of color on a path to building wealth by ensuring they have access to quality financial products, working knowledge of the financial system, and a peer-based social support system that encourages personal goal-setting and accountability.

MyPath partners with city agencies, financial institutions, and nonprofits to provide training and technical assistance to youth-serving programs in over 17 cities nationwide, reaching 6,500 young people annually. Our results and best practices have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs, and the Consumer Financial Protection Bureau.

Director of Development Position Overview

MyPath is looking for a dynamic and highly organized Director of Development to support the key relationships who are investing in the bold vision in our new strategic plan. The ideal candidate has demonstrated experience in getting institutional or major donor support for new innovative programs and working collaboratively to merge funder priorities with organizational strategy and program design. Experience in nonprofit fund development, grant-writing, prospect research, individual giving, or grants management is required. The ideal candidate is proactive, an exceptional project manager, able to shift between the big picture and details, able to shift gears as priorities change, able to lead projects in collaboration with executives, directors, and managers alike.

This role reports to the CEO and oversees an outside grant-writing contractor, and will be able to hire a staff member for the development and communications team.

Fundraising and Development Planning Responsibilities

- Ownership of a fund development strategy that will significantly grow and diversify our revenue in the next three years, based on our strategic plan. The plan will include targets for specific revenue types, as well as specific revenue to support identified strategic projects.
- Own the relationships with a portfolio of current and potential funders.
- Lead prospecting research activities including setting up calls and meetings for CEO & Founder with potential and current funders.
- Hire & supervise a development associate upon their hire in the coming fiscal year.

Visibility & Communications Responsibilities

- With the CEO and leadership team, elevate MyPath's reputation and visibility among funders and key stakeholders.
- Attend and represent MyPath at networking events, conferences, etc.
- Manage organizational events, especially regarding funder recognition and individual donor cultivation.



- Advocate for communications and marketing resources and activities that are necessary to support the strategic plan.
- Support Board of Director's fundraising activities.

Grant-Writing and Grants Management

- Play the lead role in developing proposal narratives and reports, with support from relevant staff.
- Manage the assembly of all reports and grant attachments; and submit grant proposals and report packages for all foundations, corporations, and government funding sources.
- Liaison with MyPath staff to gather timely data and information needed for funder reports. Ensure data tracking systems are collecting data needed for reporting requirements.
- Work closely with the Chief Financial Officer and related program staff to develop grant budgets and reporting, as well as monthly grant allocations and TRNA reporting for the CEO and Executive Team members.
- Maintain careful and accurate tracking of all institutional funds sought and received, including multi-year grants using Salesforce NPSP and Teamwork platforms. Track deadlines for all proposals and reports to ensure timely submission of complete reporting packages, and inquiries about renewed support.

Qualifications

- 6-8 years of professional experience, 3-5 in foundation grants management, nonprofit fund development, specifically with development systems, development project management.
- Proven success in developing relationships that generated investment in specific programs or nonprofit organizations, and in managing the development of proposals and budgets for various audiences.
- Experience managing and/or building efficient fund development systems in a growing nonprofit, and processes that effectively engage multiple staff in producing quality end products in a timely manner.
- Excellent written communication skills, as well as proofreading skills.
- Strong attention to detail and organizational skills.
- Ability to drive projects to completion independently and as part of a team.
- Experience with Salesforce, Google Suite, and Project Management tools.
- Experience in financial capability, youth employment programs, and youth development is a plus.
- Ability to thrive in an environment with diverse perspectives and working styles.
- Driven to meet MyPath's mission.
- Ability to be creative, think critically, and effectively manage setbacks.

Benefits and Compensation

- Possibility of working remotely.
- 100% employer-paid health, vision, and dental for employees and 50% for children.
- Flexible spending accounts including commuter, health care, and dependent benefits.
- 401K with potential for employer contribution.



- Professional development funds available to support staff in advancing career objectives.

Application Details and Process

To apply, please email Jobs@mypathus.org with a cover letter, resume, and 2 writing samples. Review of applications will begin immediately and continue until the position is filled.

MyPath is an equal opportunity employer, and we actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQ candidates are strongly encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, we will consider employment-qualified applicants with arrest and conviction records

