



JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT
FIT KIDS

REDWOOD CITY, CA
(Hybrid – in office three days per week)

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

www.cooksilverman.com



ABOUT FIT KIDS

Fit Kids was founded in 2011 and has partnered with schools, after-school programs and other nonprofits serving youth and families in underserved communities. Using Fit Kids' unique physical activity program, Fit Kids provides the framework to help children build positive relationships, self-confidence, independence, and the ability to deal with adversity. In addition to its work in the greater Bay Area, Fit Kids has launched a scalable program outside the Bay Area in eight states and is looking forward to national expansion.

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

And to hear from the coaches and kids, please visit: <https://fitkids.org/impact/fit-kids-in-the-field/>

OPPORTUNITY HIGHLIGHTS

- \$115,000-130,000 Salary + benefits
- Member of Senior Leadership Team
- Manages Board Development Committee
- Great opportunity to make a difference in the lives of youth
- Terrific opportunity to build and grow a fundraising program
- Current revenue breakdown is 50% Individual, 30% corporate, and 20% events
- Currently using Charityproud CRM

POSITION OVERVIEW

Fit Kids is seeking an experienced Director of Development who will be committed to advancing its mission to provide structured physical activity programs to underserved children to build the foundation for a healthy, active life.

The primary responsibility of the Director of Development will be to establish and implement fundraising strategies to grow Fit Kids' contributed income. The Director of Development will collaborate with the Executive Director and other staff to develop a fundraising plan and strategy incorporating achievable steps that will lead to financial sustainability. He/she/they will work closely with the Executive Director and the Board of Directors to identify and pursue opportunities to increase and diversify sources of revenue including foundation and corporate support, individual and major donors, annual appeals, special events and board recruitment.

“This is a great opportunity to build a development team at Fit Kids and help grow the organization.”

- Ashley Hunter, Founder and Executive Director

REPORTING RELATIONSHIPS

The Director of Development reports to the Founder/Executive Director. The Director manages one part time grant writer. The Director works closely with board members and the development committee of the board.

PRIMARY RESPONSIBILITIES

- Prepare and oversee fundraising budget, including tracking progress toward goals, creating reports to monitor results, and providing monthly updates to Executive Director and Board of Directors.
- Manage major/individual gift portfolio and determine strategies for identifying, cultivating, stewarding and soliciting gifts.
- Manage annual giving program using direct mail, email, and social media campaigns.
- Expand Fit Kids' donor base, cultivating and advancing donors and obtaining gift commitments, and managing a comprehensive stewardship program to guarantee timely donor appreciation.
- Responsible for management of fundraising and marketing materials, acknowledgment letters, email updates and appeals, and invitations focused on major/individual donors.
- Support the Executive Director in developing organization-wide initiatives, including fundraising, board and volunteer recruitment, communications, and other programs.
- Assist with Fit Kids annual fundraising events including the Fit Kids Celebration and Concert, and other smaller fundraising events.
- Attend Fit Kids' board meetings and provide development support to board members as needed.
- Other related duties as assigned.

QUALIFICATIONS

- Bachelor's degree and a minimum of 5 years of direct experience in non-profit development with demonstrated success
- Donor management software (CRM) experience, Charityproud experience would be helpful
- Direct experience and management of annual fundraising appeals and capital campaigns
- Strong nonprofit financial acumen: ability to create and effectively track and report on fundraising activity, and to accurately monitor, report, and evaluate restricted and unrestricted gifts and grant monies
- Excellent verbal and written communication skills
- Ability to develop strong internal and external relationships with board, volunteers, donors, program participants and staff
- Strong attention to detail
- Goal oriented with excellent organizational skills and the ability to work in a fast-paced and evolving environment
- Ability to multitask and meet deadlines and budgets
- Flexible and adaptable, with excellent teamwork and supervisory skills
- Personal passion for exercise and fitness and the mission and values of Fit Kids
- Unquestioned integrity, professional demeanor, and authenticity in building relationships with, and inspiring best effort from board, staff, donors, and partners
- Strong computer skills, including Microsoft Office suite, Google suite and more
- Knowledge of Bay Area communities preferred
- Strong emotional intelligence
- The position requires the ability to work some evenings and weekends, as needed

SALARY OR SALARY RANGE

The salary range for this position is \$115,000- \$130,000 plus benefits, including fully paid health insurance for candidate and their dependents by United Healthcare PPO, Dental and vision, three weeks' paid vacation per year, all National holidays and winter holidays.

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.

DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

Fit Kids does not tolerate and prohibits discrimination, harassment or retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military service and veteran status, pregnancy, childbirth and related medical conditions, genetic information or any other characteristic protected by applicable federal, state, or local laws and ordinances. The Company is committed to a workplace free of discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation are also prohibited by law.