San Francisco Center for the Book
Development Director
Job Posting June 2012

The San Francisco Center for the Book is entering a period of change. We are moving to a new building in December 2012 and are looking for a key person to assist in the planning and fundraising related to the next phase of our growth.

Building on the successes of the past 15 years, this position implements the organization's mission and vision, with responsibility for fundraising and development plus limited oversight of finances, and administration. The Center's current annual budget is $500 K.

**Strategic Planning / Leadership/ Fundraising Skills**
The Development Director will work with the Chairman and the Board to develop a strategic plan that will guide the Center and attract donors. The Development Director will be responsible for providing the leadership to implement the strategic plan.

**Fundraising/Development**
Set annual fundraising goals and develop plans, then take action to achieve and exceed them. Develop strategies for long-term fund development, including establishing an endowment.
Establish sound working relationships and cooperative arrangements between Board members, the Center and individuals, community groups, large donors and grantmaking organizations.
Prepare funding proposals tailored to specific donors Produce collateral material to support fundraising presentations to donors, including the Case for Support.
Prepare mail solicitations and social media connections to attract contributions.
Prepare regular stewardship letters to contributors, demonstrating the impact of support provided.
Prepare timely reports to foundations and corporate contributors on uses of funds.
Provide material to donors on how to include the Center in bequests and other estate-planned mechanisms.

**Communication**
Oversee public relations, communications, and marketing activities. Serve as an effective spokesperson for SFCB; represent the programs and point of view of SFCB to agencies, organizations, and the general public. Share information on a formal and informal basis with the SFCB staff; Anticipate staff problems and take pro-active measures.
Administrative Oversight
With the Chairman of the Board, ensure that staff job descriptions are developed and that regular performance evaluations are held and documented
Assist employees to divide and assign their work effectively, delegating as much freedom and authority as possible to staff
Work with the staff, Finance Committee, and the Chairman of the Board in preparing the bottom-up budget; see that SFCB operates within budget guidelines
Assure staff maintains official records and documents and ensures compliance with federal, state, and local regulations and reporting requirements.
Give direction without conflict, foster teamwork, and assure that employees meet requirements of their job goals and responsibilities.

Qualifications
• 5-7 years of relevant non-profit and/or arts leadership, management, and development experience
• A lively interest in the visual or book arts
• Proven skills in donor development, as well as fundraising databases
• Proven skills in marketing, planning and proposal writing, strong computer skills
• Proven staff and volunteer team management skills
• Strong communication skills, both verbal and written
• Collaborative team spirit in an entrepreneurial setting
• Bachelor's Degree; advanced degree a plus

Compensation
• Salary DOE
• Benefits include a health plan, vacation plan, and discounted classes

To Apply
Submit a cover letter detailing your accomplishments in development, together with a complete resume, at least five references (3 professional and two personal), two writing samples, and a summary of funds raised including a list of grants awarded and their amounts, via e-mail, to:
ddsearch@sfcb.org

Position open until filled.

The San Francisco Center for the Book is an equal opportunity employer.
No phone calls please.

ABOUT THE SAN FRANCISCO CENTER FOR THE BOOK
The San Francisco Center for the Book, a 501(c)3 organization, is a home for a diverse community of people to learn the art and craft of the handmade book. The Center enriches the lives of adults and children through its core offerings
of letterpress and bookbinding classes, as well as many additional creative workshops, exhibitions, and events. Its Youth Program, the ABC Initiative, teaches literacy through the book arts in schools throughout the Bay Area. In 2005 the Center initiated an Imprint Program and in 2006 an Artist's Residency Program. The Center was founded in 1996. At present, almost 1,000 people take classes each year, 4 exhibits are produced annually, annual classes now top 275, and the email list has grown from 700 to 5085.

The Center has been supported in part by the Kahle/Austin Foundation, Grants for the Arts, the Walter & Elise Haas Fund, the National Endowment for the Arts, the San Francisco Foundation, the Zellerbach Family Foundation, and individual donors. More information about the Center is available at http://www.sfcb.org.

The undersigned acknowledges the above job description for the Development Director position at the San Francisco Center for the Book.

Signature: _______________________________  Date _________________

Print name: _____________________________