



Leadership San Mateo, Foster City, Burlingame, Hillsborough

Position Title: Development & Alumni Engagement Director

Leadership San Mateo, Foster City, Burlingame, Hillsborough is an educational program of the San Mateo Area Chamber of Commerce in partnership with the Burlingame and Foster City Chambers, and support from the Cities of San Mateo, Foster City, Burlingame and the Town of Hillsborough.

Founded in 1990, there are over 800 graduates who serve as appointed or elected officials, lead nonprofit organizations and corporations, and serve as volunteers and community stewards. No matter how or where they serve, Leadership alumni are leaving their mark and making the Mid-Peninsula Region a better place to live and work for current and future generations. Leadership is a vital part of the overall effort to ensure that the pool of talent from which the region can draw its future leaders continues to be renewed.

Mission

The Leadership Program identifies, nurtures, and connects existing and potential community leaders, increasing their knowledge of the community and community issues while enhancing their individual effectiveness through development of leadership skills.

Strategic Goals

- To create an expanding base of knowledgeable citizens and leaders
- To prompt broader citizen involvement by providing a forum for educated debate and an opportunity for participants to strengthen their inherent leadership skills
- To enable participants to meet with key community leaders and learn about their programs and services, as well as the critical issues facing our communities
- To provide networking opportunities with key community leaders, class members, and graduates of the Leadership program.

For more information, please visit <http://leadershipprogram.net>

Position Summary

Leadership is growing and this new position is an opportunity to help shape that growth. You will work with leaders in the private, nonprofit and public sectors, at all levels of leadership. This unique opportunity will include engagement strategies around leadership and current community issues as well as help grow our financial resources.

The part time Development and Alumni Engagement Director will be responsible for building a continuum of ways to engage Leadership alumni and raise funds. This will involve developing



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programming, overseeing an interactive database, determining alumni interests, establishing program goals and measurement, and working closely with alumni volunteers.

Position Responsibilities

In partnership with the Executive Director (ED), the Development & Alumni Engagement Director (Director) will

- Collaborate with the ED on long-term strategic planning and initiatives.
- Spearhead development and alumni engagement efforts as the Leadership Program continues to grow. A new position in the organization, the Director will have the opportunity to build the development and alumni engagement functions including but not limited to the following:

Development Activities

- Develop and execute the Leadership Program's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
 - Meet or exceed annual development goal of \$20,000.
- Support the creation of the development budget annually
- Act as staff liaison to development committee of the advisory board
- Manage the Fundraising module of Neon (CRM) database including generating fundraising letters, data entry and gift processing
- Develop and maintain ongoing relationships with major donors
- Create and execute a strategy for a large sustained base of annual individual donors.
- Oversee organization of special events
- Develop and track proposals and reports for all foundation and corporate fundraising

Alumni Engagement Activities

- Build relationships with alumni
- Act as staff liaison to alumni engagement committee of the Advisory Board
- Develop, implement, and track an engagement plan for program alumni
- Connect program alumni to identified civic engagement opportunities
- Create small-scale experiments to test and measure the success of program pilot(s)
- Analyze alumni engagement data and the performance of alumni engagement tactics
- Ensure accurate and complete alumni database records
- Plan and manage alumni events



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Experience and Skills

- A Bachelor of Arts or equivalent degree
- At least 5 years of demonstrated fund development, program development, strategic planning, management and implementation skills in paid and/or voluntary positions
- Exceptional interpersonal skills including the ability to work well with and adapt to diverse perspectives
- Excellent oral and written communication skills including public speaking/presentation experience
- Excellent multi-tasking skills including the ability to prioritize and organize multiple immediate and long-term tasks effectively and in a timely manner
- Proven initiative and ability to be self-motivated and work independently with limited direction
- Strong attention to detail
- Strong organizational skills including planning, execution and follow through
- Knowledge of and interest in our local communities and their issues
- Excellent technology skills including a proven record of using a variety of software programs (Word, PowerPoint, Excel, QuickBooks) and experience using a database
- Experience in websites and social media (LinkedIn and Facebook)
- Experience in successful fundraising and event planning
- Demonstrated experience in working with volunteers and committees including the ability to organize, motivate and support others in a team environment
- Familiar with and supportive of the Leadership Program and goals

Work Hours and Schedule:

The Development and Alumni Engagement Director position is an exempt part time management position averaging 15 hours per week with flexibility needed throughout the program year to respond to Program needs.

Compensation:

Salary: TBD based on skills and experience

Benefits: Additional paid time off (PTO) of one week (15 hours) after 1 year; other benefits pursuant to Chamber policies



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How to Apply:

To apply, please provide a resume and a cover letter about your interest, qualifications, how you learned about the position, how a part-time position fits with your career and personal objectives, and three references familiar with your fundraising experience, skills and attributes.

Please submit your resume and letter to:

Margi Power, Leadership Program Director

San Mateo Area Chamber of Commerce

1700 S. El Camino Real, Suite 406

San Mateo, CA 94402

or preferably by email to margi@leadershipprogram.net

The Leadership Program is a Division of the San Mateo Area Chamber of Commerce which is a 501c6 organization serving community, business and government.