



Development Manager Job Description

About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because kids deserve to be kids!
- 2) High school internships focused on gardening and youth development. This paid internship collaborates with our after-school programs to provide professional and leadership development opportunities.

Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

Specific Duties & responsibilities

- Own the annual foundation, corporation and government funding goals: help set goals, create and execute strategy to achieve goals
- Build and manage relationships with new foundations, corporations, and government partners and strengthen existing relationships
- Grant writing: applications, proposals, letters of interest, reports, etc.
- Cross collaborate with all departments to ensure funding is a good match and organization is meeting grant deliverables
- Support development team with events, data management, communications, donor cultivation, etc.
- Be an ambassador of Oakland Leaf, our mission, vision and core values



Your Legacy

- The opportunity to strengthen Oakland Leaf's corporation and foundation funding strategy
- Create a new pipeline of government funding to support the organization's five year strategic plan
- Thought leadership in the advancement of the organization's fundraising and communication strategies
- Learn, teach and grow to elevate your career simultaneously strengthening the organization's capacity
- Help the organization live and breathe it's core values

Skills & Qualifications

- Passion for innovation and excellence in social and restorative justice, and youth development
- Continuous learner
- Creative
- Ability to work independently, reliably, take initiative and problem solve
- Work well in a team setting
- Enjoys networking and public speaking
- Write grant proposals with ease, clarity and intention
- Strong attention to detail throughout all aspects of their work
- Organizational, time management, and prioritization skills
- A strong work ethic, with a desire to go above and beyond standard expectations
- Exceptional judgment, including a high level of discretion when handling confidential materials
- Excellent interpersonal and communication (written and oral) skills
- Ability to effectively simultaneously manage multiple projects

Education & Experience

- Minimum of 3 years relevant professional experience
- The ideal candidate will have experience in fund development, grant writing, innovation, strategy, leadership, diversity, social justice and/or community engagement

Working conditions/physical demands

- Normal school and office conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

Compensation

- Competitive salary dependent on education and experience
- Full health benefits (medical, dental and vision) for the employee
- Professional Development Stipend
- Tentative start date of Oct 1, 2018



Application Process

Complete Resume packet must include:

1. Cover letter that answers the following question
 - a. Why are you interested in Oakland Leaf and what is your experience in development and/or fundraising?
2. Resume
3. 3 professional references of recent supervisors

Email Complete Resume Packet as attachment to: jobs@oaklandleaf.org

In subject line, please enter: Attention Development Manager– *Insert Your Name*

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