



Second Chance

Director of Development

Development

Who We Are

Second Chance is a place where justice involved San Diegans go to find hope, purpose, and opportunity. Offering five evidence-based programs, each staffed by a dedicated team of caring professionals, Second Chance is regarded throughout the greater San Diego area as a leader in helping formerly incarcerated and justice involved citizens successfully reintegrate into society.

What We Do

Second Chance helps hundreds of justice-involved youth and adults receive the services they need to find a better path through job readiness training, case management, counseling, and transitional housing programs. We are dedicated to our mission of *“disrupting the cycles of incarceration and poverty to help people find their way to self-sufficiency.”*

We believe that everyone, regardless of their past, deserves the chance to shape a stronger future for themselves, their family, and their communities.

Program Summary

The Development Department is responsible for organizational fundraising, marketing and communications and building strong, lasting relationships with community supporters.

Who We’re Looking For

Director of Development, Full-time

Development

We’re looking for smart, compassionate, and resourceful change-agents with a passion for inspiring others to better themselves. To be successful, you’ll have to be a loyal and dedicated critical thinker; a creative problem solver who doesn’t shy away from challenges and takes pride in everything you do. You believe anything worth doing is worth doing right, every single time. If you don’t know the answer, you’ll dig to find it. You love people. You enjoy leading others. You value diversity and embrace change.

The [Director of Development](#), Development reports to the President/CEO. As a close strategic advisor to the President & CEO, the Director of Development proactively identifies and develops strategic partnerships to help Second Chance achieve its strategic priorities. With an emphasis on the grant portfolio / lifecycle, this role coordinates integrated campaigns (annual operations, capital improvements, and endowment expansion). In collaboration with internal and external stakeholders, this role also performs program evaluations, prepares reports, and reviews spend-downs. Responsible for managing all aspects of developing successful grant proposals, coordinating input across the organization as needed, and reporting on impact for all associated grants.

This position is responsible for a wide range of activities to include but are not limited to:

Development Strategy

- Develop and execute strategies for all of Second Chance's fundraising areas including campaigns, individual giving, major gifts, planned-giving, special events, grants, corporate sponsorships, and an annual fund.
- Integrate development and marketing/communications strategies to maximize Second Chance's brand exposure and fundraising opportunities.
- Serve as a senior liaison to the Board of Directors and its committees in all development-related areas.

Fundraising

- Manage and direct the grant management lifecycle and grant portfolio.
- Coordinate fundraising efforts for integrated campaigns encompassing annual operations, capital improvements, and endowment expansion.

Grant Research, Management, and Writing

- Conducts research on potential funders and seeks to determine where potential donor interests align with needs and opportunities of Second Chance.
- Manages the renewal process for existing grants, including maintaining an accurate renewals calendar.
- Plans and coordinates proposal development and submission, including research, data collection methods, writing, objectives, and measurable outcomes, and/or creation of other supporting materials.
- Strategizes and develops deadline-sensitive deliverables for various proposals/LOIs and fundraising content.
- Submits thoughtful, coherent, organized, and compelling proposals and letters of interest tailored to each funder based on their priorities and requirements.
- Prepares program activity, outcomes and financial reports for each grant as needed in accordance with respective grant agreements.

Relationships and Collaboration

- Communicates with staff and leadership to maintain familiarity with programmatic and budgetary needs key to developing proposals.
- Develops relationships with private foundations, corporations, and granting agencies.
- Cultivates and stewards prospective and current grant makers through regular contact by phone, face-to-face meetings, and site visits.
- Maintains up-to-date information on funder communications, deadlines, and reporting requirements.
- Prepares briefings for the leadership team and board members for donor/prospect meetings.
- Responds to all development inquiries with friendly, donor-centered customer service.
- Assists fundraising and event planning for donor events.
- Follow-ups on grant approvals and denials. Follow-up on informational requests from funders.
- Supports the development team by writing/editing content such as emails, appeals, acknowledgment letters, and executive talking points.
- Assists in other responsibilities as assigned.

Evaluation

- Ensures programs are meeting established outcomes as proposed to funding agencies. Advises the CEO and leadership of any areas of concern.
- Regularly reviews spenddown of grants to ensure compliance with stipulated agreements and donor intent.

What Skills Do You Need?

This is challenging work. A positive “can do” spirit is a must. Skills for this specific role include:

- Advanced computer skills including Adobe Suite (In-Design and Photoshop preferred) and Microsoft Suite.
- Proficient in donor management systems. Experience with Donor Perfect a plus.
- Proficient in Case Management systems for reporting. Knowledge of Apricot preferred.
- Strong oral and written communication skills, including superior writing, copy editing and proofreading with the ability to write clear, structured, articulate, and persuasive proposals.
- High level of independent working ability and initiative, and ability to manage multiple tasks under deadline pressure.
- Superb attention to detail.
- Enjoys and excels working collaboratively on a team.
- Compassionate with the ability to be sensitive to cultural differences or behavior in a multicultural community and various cultural and ethnic groups in a tactful, professional, and effective manner.
- Must be able to speak, read, and write in English. Bilingual in English and Spanish languages preferred.
- Ability to be resourceful and flexible in an ever-changing environment.
- Familiar with the program population.

Qualifications

- Minimum five years’ experience in non-profit development or marketing field with demonstrated success in securing grants.
- Experience working with and sensitivity to obstacles faced by justice involved populations a plus.

Education

- Minimum BA/BS required. Master’s degree preferred.

What We Offer

Purpose. Many places will offer you a job. At Second Chance you will change lives. Our work is that rewarding. It is what makes our employees stay and others return.

Job salary and benefits...

- This position is exempt, full-time, 40 hours/week. The rate of pay is \$69,000 - \$119,000 per year
- Vacation and Sick Leave benefits.

If you are seeking a rewarding career where you can make a meaningful difference alongside a world-class team, then Second Chance wants you. Join us.

We’re committed to giving justice-involved individuals a Second Chance.

To apply, please email a cover letter and resume with a list of three professional references with “Director of Development ” in the subject line to jobs@secondchanceprogram.org

Second Chance Program, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people. Second Chance Program will not discriminate against an applicant or employee on the basis of race, color, religion, national origin, ancestry, sex/gender, age, physical or mental disability, military or veteran status, genetic information, sexual orientation, gender identity, gender expression, marital status,

or any other characteristic protected by applicable federal, state or local law. Auxiliary aids and services are available upon request to individuals with disabilities.

