



Organization: Children's Receiving Home of Sacramento (www.crhkids.org)

Position: Fund Development Director

Department: Fund Development

Reports To: CEO

Salary Range: \$110,000.00 - \$140,000.00

FLSA Status: Salaried, Exempt

Position Summary

The Fund Development Director leads CRH's efforts to build a sustainable philanthropic model for the organization — one that significantly increases private revenue, strengthens donor engagement, and positions CRH for long-term financial resilience. This role is responsible for designing and executing a comprehensive fundraising program that reduces reliance on government funding and expands individual, corporate, foundation, and planned giving.

The Fund Development Director serves as a key partner to the CEO and Board of Directors, driving fundraising strategy, personally leading major gift cultivation and solicitation, and cultivating a culture of philanthropy across the organization. As a member of the leadership team, the Fund Development Director works in close collaboration with program, finance, and communications staff to align all development activities with CRH's strategic and programmatic priorities.

Essential Duties and Responsibilities

Fundraising Strategy, Revenue Accountability & Funding Diversification

- Develop and implement a comprehensive, multi-channel fund development plan to grow individual, corporate, foundation, and planned giving
- Establish and achieve annual fundraising goals and contributed revenue targets as approved by the CEO; maintain accountability for meeting those targets
- Monitor results, evaluate effectiveness, and adjust strategy as needed to meet or exceed revenue goals
- Lead organizational efforts to diversify funding by reducing reliance on government sources and significantly growing private philanthropic revenue
- Identify new revenue streams and partnerships to strengthen CRH's long-term financial resilience
- Partner with the CEO and Board to align fundraising strategy with organizational priorities and program needs

Major Gifts & Donor Stewardship

- Personally cultivate, solicit, and close major gifts, including transformational and leadership-level donations



- Manage and grow a portfolio of major donors with individualized engagement, recognition, and stewardship strategies
- Develop and execute strategies for donor upgrades, retention, and moves management across all giving levels
- Oversee donor stewardship across the full donor pipeline to ensure meaningful engagement and long-term loyalty
- Provide leadership and support for donor cultivation activities including meetings, site tours, and cultivation events

Prospect Research & Pipeline Development

- Lead efforts to identify, research, and qualify new individual, corporate, and foundation donor prospects
- Maintain a robust and growing donor pipeline through systematic prospecting, screening, and qualification
- Leverage wealth screening tools, board networks, and community intelligence to surface high-potential opportunities
- Establish moves management protocols and ensure consistent pipeline review and portfolio assignments

Planned Giving & Legacy Giving

- Develop and grow a planned giving program to build long-term philanthropic sustainability for CRH
- Identify and cultivate planned giving prospects, including estate gifts, bequests, and other deferred giving vehicles
- Partner with legal and financial advisors as appropriate to support donors in completing planned gifts
- Integrate planned giving into donor stewardship and major gifts work to deepen lifetime donor relationships

Institutional Giving & Grant Management

- Research and pursue foundation and corporate grant opportunities aligned with CRH's evolving programs and community impact
- Oversee grant proposal development and reporting in collaboration with program and finance staff
- Maintain strong relationships with foundation officers and institutional partners



- Ensure timely, accurate grant reporting and compliance with all funder requirements

Fundraising Events, Campaigns & Donor Appeals

- Provide strategic oversight of all fundraising events, ensuring they support revenue goals, donor engagement, and stewardship objectives
- Lead annual fundraising campaigns, appeals, and giving initiatives, including online and direct-mail programs
- Develop and execute special campaigns or initiatives to support program transitions and organizational priorities
- Oversee all development-related donor communications in collaboration with the communications team to ensure mission-centered, consistent messaging

Community Engagement & External Representation

- Represent CRH in the community at civic, philanthropic, and corporate events to increase organizational visibility and philanthropic support
- Build and maintain relationships with community leaders, corporate partners, and philanthropic stakeholders
- Serve as an ambassador for CRH's mission, articulating organizational impact with clarity and passion
- Leverage external relationships to identify and cultivate new donor prospects and partnership opportunities

Board Partnership & Development Committee Leadership

- Serve as primary staff liaison to the Board Fund Development Committee
- Partner with the Board to set fundraising priorities, track progress, and engage members in donor outreach
- Provide fundraising training and tools to empower board members as effective ambassadors and solicitors
- Support CEO and Board in advancing key donor relationships and closing significant gifts

Development Operations, Data & Reporting

- Manage and optimize CRH's donor database (CRM), ensuring accurate records, timely acknowledgments, and data integrity
- Establish and enforce moves management protocols, prospect assignment processes, and portfolio review cadences
- Monitor fundraising metrics and provide regular progress reports to the CEO and Board



- Use data to inform strategy, improve donor retention, and identify growth opportunities

Supervisory Responsibilities

This position directly supervises the Communications & Outreach Coordinator.

Qualifications

Education/Experience

- Minimum of five (5) years of progressive experience in nonprofit fundraising, with demonstrated success securing major gifts from individuals, corporations, and foundations
- Demonstrated ability to personally cultivate, solicit, and close significant gifts, including transformational or leadership-level donations
- Experience managing a comprehensive development program including major gifts, planned giving, grants, events, and campaigns
- Experience with prospect research, moves management, and donor pipeline development
- Experience working with or supporting a Board of Directors preferred
- Bachelor's degree in Business, Communications, Marketing, Nonprofit Management, or related field required
- Master's degree or CFRE (Certified Fund Raising Executive) designation preferred

Knowledge, Skills, and Abilities

- Strong understanding of fund development strategy, donor engagement, and revenue generation
- Proven ability to personally close major and transformational gifts
- Ability to think strategically while executing tactically
- Strong analytical skills with ability to use data to drive decisions
- Excellent written and verbal communication skills
- Strong organizational and project management skills
- Skilled at building and maintaining relationships with donors, community partners, civic leaders, and stakeholders
- Ability to manage multiple priorities and meet deadlines



- Proficiency with CRM systems (e.g., Salesforce, Bloomerang) and reporting tools
- Ability to work collaboratively across departments and with diverse stakeholders
- Passion for CRH's mission and a collaborative, donor-centered mindset

Licenses, Certifications, and Requirements

- Valid California Driver's License required
- Must be at least 21 years of age
- Must complete and maintain required certifications (First Aid, CPR, BBP, TCI, Mandated Reporter Training) in accordance with agency standards

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and talk or hear. Fine motor skills such as typing, the use of a computer mouse and telephone handset is required.

Employee is frequently required to reach with hands and arms. The employee is required to sit, stoop, kneel and crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

To apply: Contact Tina Herron, tinaherron@crhkids.org (224) 456-9118