



Job Announcement

Director of Development & Grantmaking (Full-time, Exempt, \$125,000-135,000)

Our Mission

All Home is a Bay Area organization that advances regional solutions to disrupt the cycle of poverty and homelessness, redress racial disparities in outcomes, and create more opportunity for economic mobility for extremely low-income (ELI) individuals and families. All Home works across counties, sectors, and silos to advance coordinated, innovative solutions and to build a movement to challenge the status quo that perpetuates homelessness.

Our Values

- Be courageous in action and brave in speaking the truth
- Work hard, work with joy and deliver results
- Operate with humility
- Strive for impact through collaboration and partnership
- Fight for equity and social justice
- Be transparent with our words and actions
- Honor the wisdom of lived experiences

Job Summary

The Director of Development & Grantmaking has primary responsibility for All Home's fundraising, with strong support from the COO and CEO/Founder. Fundraising responsibilities include securing robust funding from foundations, grant-writing and reporting, and funder identification, cultivation, and relationship management, to support All Home's \$5 million annual budget. The position will also conduct grantmaking, developing and implementing procedures to disburse and monitor invitation-only grants through two fiscal sponsors.

The ideal candidate will have experience with fundraising, grantmaking, and All Home's issue areas; they will also possess excellent communication, project management, problem-solving, and interpersonal skills.

Key Responsibilities

Fundraising - 75%

- Serve as thought partner to CEO/Founder and COO on all fundraising activities
- Develop and implement foundation prospecting plan, including projections, goals, and regular tracking of progress

- Maintain robust and steady funder pipeline: identify potential funders, work with staff and Advisory Board to identify connections, research and qualify prospects, work towards solicitation of funding, submit proposals, and ensure ongoing stewardship
- Act as lead writer on all grant proposals, letters of inquiry, and reports for funders
- Support development of proposal budgets and financial reports, with guidance by COO
- Review grant award letters/agreements to track requirements and ensure compliance, and ensure relevant proposals, budgets, and reports are provided to fiscal sponsor
- Track programmatic goals, objectives, and activities against deliverables for institutional funders, helping leadership and staff understand and monitor progress
- Ensure reports are submitted in a timely fashion: track deadlines and requirements, work with relevant staff to collect materials, draft and review narratives
- Plan and implement communications strategy for current and key prospective funders, drawing information from relevant staff and providing regular updates
- Propose, establish and maintain a cloud-based system to track grants and funder contacts and use the system to plan grant-seeking, reporting, and communications
- Develop major donor giving, including meeting with prospects/donors to cultivate and solicit support, and assess potential to launch a more significant major donor campaign

Grantmaking - 25%

- Administer grantmaking for homelessness prevention, implementation of Regional Action Plan, and other All Home priorities, at the direction of executive staff
- Implement an evolving grantmaking process; propose improvements to make it systematic and responsive to staff, funders, and recipients and to ensure grantmaking is in keeping with funders' goals
- Support preparation of grant recommendations, in partnership with applicants and relevant staff, for presentation to Advisory Board and Community Advisory Council
- Review grant recommendations for compliance with All Home's grantmaking process and fiscal sponsors' requirements
- Work with fiscal sponsors to prepare grant award documents for distribution by fiscal sponsor, ensuring accuracy of terms and conditions
- Develop and implement reporting requirements and processes in collaboration with relevant staff, conducting preliminary review of grant reports for compliance
- Instruct grantees on grant conditions, reporting requirements, and schedules
- Track, file, and make available relevant grant and grantee information on shared drive, to ensure data integrity and coordination among relevant staff
- Support reporting for funders, Advisory Board, and other partners
- Serve as administrative contact for grantees

Qualifications

- Bachelor's degree in a related field preferred, or equivalent on-the-job experience
- Minimum of 5 years of relevant experience, including fundraising, grantmaking, and/or issue advocacy on All Home's core issues
- Minimum of 3 years of fundraising experience, including managing a grant portfolio and writing grant proposals, preferably in an issue-driven advocacy setting
- Familiarity with policies, stakeholders, and processes related to homelessness, housing, economic development, and/or anti-poverty issues, preferably in the Bay Area

- Ability to work independently and collaboratively in a diverse work environment, listen to and learn from feedback, and make decisions in accordance with established policies
- Strong organizational skills and ability to manage multiple projects
- Comfortable working with ambiguous and evolving projects
- Ability to develop and sustain collaborative working relationships with diverse partners
- Demonstrated ability to work in a diverse environment with a racial equity focus
- Excellent communication, interpersonal, and problem-solving skills
- Experience using, and preferably designing and implementing, a cloud-based constituent relationship management system for grants
- Fluency with Google Workspace (Gmail, Calendar, Docs/Sheets), MS Office suite (Word, Excel, PowerPoint), Zoom, Slack, and other communications channels for remote work

Reporting + Organizational Relationships

This position will report to the Chief Operating Officer and work closely with the Chief Executive/Founder.

All Home is an independent project operating under the fiscal sponsorship of Tides Center and its 501(c)(3) status. All Home staff are employees of the Tides Center.

Compensation & Classification

All Home is committed to paying competitive wages. Salary range is \$125,000-\$135,000 if minimum years of experience are met. Through our fiscal sponsorship with the Tides Center, we have a competitive benefits package with health, dental, vision, and life insurances, matching funds for retirement, and more. This is a full-time exempt position.

How to Apply

Please submit a resume and cover letter to DevelopmentDirectorJob@allhomeca.org.

Your cover letter should express your interest in working at All Home and your qualifications for the role; we encourage you to list your LinkedIn profile on your application. **Priority will be given to applications received by June 16, 2022.** Position is open until filled.

Hybrid Work Environment

All Home is committed to our staff's safety and to facilitating connection and community with each other. Since March 2020, we have been working from home with occasional in-person meetings. Starting January 2022, and subject to continuing evolution based on relevant health orders, we have a hybrid workplace with a combination of remote and in-person work. We have mandatory in-person all-staff gatherings each quarter. Staff will also be expected to attend other in-person meetings as needed. Employees can also use our limited office space if they wish.

COVID Vaccine Requirement

All Home employees are required to confidentially show proof of an up-to-date COVID-19 vaccination (including booster if eligible) as a condition of employment, unless they seek

and receive an accommodation due to a medical condition or sincerely held religious belief or practice.

Driving and Local or Domestic Travel

The employee will have to travel regularly to our downtown SF office, to meet with partners throughout the region, and occasionally to conferences or events held in other regions of the U.S. Decisions on travel will be based on what's possible and prudent given the evolution of relevant health orders.

Physical Demands

Physical demands include continual sitting, typing, and repetitive computer use for up to 8 hours a day. The position also requires frequent communication with others, including hearing and speaking clearly with individuals and groups, in person and via phone and video calls. These demands are representative of those that must be met to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity

All Home is fiscally sponsored by Tides Center, an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions. We encourage and will consider for employment qualified applicants with arrest and conviction records.

Applicants with Disabilities

Reasonable accommodation will be made so that qualified applicants who are disabled may participate in the application process. If you seek an accommodation, please advise in writing at the time you apply.