

Catholic Charities East Bay

Director of Development

Catholic Charities East Bay seeks a visionary major gifts leader to drive a bold fundraising strategy – one that diversifies revenue, identifies and cultivates high-capacity donors, and modernizes systems and processes, to sustain long-term growth. The ideal candidate is a natural relationship builder who intuitively understands what moves people to give and who brings genuine passion for programs that transform the lives of young people, families, and seniors in our community.

[Catholic Charities East Bay](#) (CCEB) helps people remain housed and obtain immigration legal services. It supports students and families in crisis from all cultures, ethnicities, backgrounds, and faiths overcome the barriers to well-being. CCEB strengthens communities through parish, community, and neighborhood development. In 2025, it served nearly 29,000 residents of Alameda and Contra Costa Counties at locations in Oakland, Richmond, and Concord. In 2026, it continues to walk alongside its neighbors as challenges continue to mount and is committed to meeting immediate needs while working toward lasting stability. CCEB's work is rooted always in faith, compassion, and respect for human dignity.

CCEB considers itself a 90-year old start-up and has the appetite and energy to innovate, experiment, and engage new generations of supporters. Under the leadership of a dynamic CEO, the organization is has a wonderful history and is being "relaunched" to better convey impact, stories, and its place in the community.

CCEB has a committed staff of 50 and is governed by an active and engaged 11-person Board of Directors. Reporting to the CEO and as a member of the Senior Management Team, the Director of Development will lead a current department of three that will scale upon need. The organization's operating budget is \$9M, of which approximately \$4M comes from contributed revenue and \$5M from government contracts.

The Director of Development will play an integral part in strengthening and expanding the agency's frontline fundraising programs and setting the groundwork to support the agency's strategic vision. This includes increasing annual fundraising, building and stewarding a pipeline of major donors, creating strong systems and processes, and developing and mentoring the Development team.

THE POSITION

Building on the strengths of a well-known organization and a cause that speaks to supporters – most of whom are Catholic – across the East Bay, the DoD will collaborate with the CEO and team to define a fundraising strategy, objectives, and messages and will provide overall direction and day-to-day management for all fundraising activities as well as carry a personal portfolio of major donor prospects. An overarching objective is to aggressively grow CCEB's donor base and contributed revenue through major gifts, annual fund, legacy giving, foundation grants, corporate philanthropy, and the annual gala.

In the first six months, the DoD's immediate priorities are to:

- Immediately assess the current status of ongoing fundraising efforts and provide support for those efforts as needed; assume a hands-on leadership role in the

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identification, cultivation, and solicitation of major gifts, foundation, and corporate funders.

- Become familiar with CCEB's mission, history, programs, staff, consultants, resources, constituents, donors, prospective donors, brand, messaging, and core values; develop respectful and collaborative relationships with the CEO, Senior Management Team, Development team, Board, and volunteers.
- Design and begin to execute a fund development plan in alignment with the organization's mission and strategic plan, considering multiple revenue sources.

Ongoing responsibilities include:

SHAPE STRATEGY & STANDARDS

- Collaborate with the CEO and Board of Directors on developing multi-year fundraising and engagement strategies and iterate on projections to support organizational growth.
- Develop annual campaign plans and oversee the planning and execution of meetings and events that educate current and prospective donors on strategic priorities to inform, cultivate, and motivate past, present, and future donors. Shape the case for support, budgets, proposals, cultivation events, and reporting.
- Participate in annual and long-range strategic planning; play an active role in shaping the organizational culture, employee experience, and stakeholder relationships.
- Implement strong standards for written materials and communications, grants, workflows, targeting and analysis of donors, events, moves-management processes, reporting, stewardship and other aspects of the fundraising lifecycle.
- Develop a legacy program for donors and execute a successful roll out.
- Promote an organization-wide culture of philanthropy where new ideas are embraced; support the staff and Board in developing their skills and confidence for serving as ambassadors for CCEB; encourage cross-functional collaboration and cohesion.

SOLICITATIONS

- Carry a personal portfolio of major and corporate donors and prospects, with a personal focus on the highest-net-worth individual, foundation, and corporate donors.
- Provide thoughtful counsel to staff on donor strategy, guidance, and support during direct solicitations and monitor all portfolios and progress toward goals. Provide training on different philanthropic tactics and approaches needed to secure gifts from individual and institutional donors.
- Work with members of the Board and other fundraising volunteers to identify, qualify, cultivate, and solicit donors. Model best practices for Board engagement in fundraising within the context of portfolio management. Provide support to the CEO, Board, and volunteers to assist in their fundraising efforts.
- Participate in special outreach projects and initiatives as needed.

MANAGEMENT AND INFRASTRUCTURE

- Manage, inspire, and develop a mission-driven, focused, high-performing team, ensuring they have the tools to do their best work. Encourage transparency, accountability, cross-functional collaboration and cohesion, and a culture where new ideas are embraced.
- Lead staff in the creation of annual work plans that guide the department's efforts to achieve its goals; monitor the team's progress against benchmarks, provide feedback and supervision, and adjust plans as needed. Measure and track progress at the individual and team levels for the CEO and Board.
- Ensure Salesforce and Blackbaud are being used consistently and in line with best practices; oversee the continued refinement of donor tracking systems and workflows for pipeline development, donor research, donor engagement, stewardship, reporting, etc.
- Promote external visibility for CCEB, always prioritizing funder-facing meetings, interactions, and events. With the Director of Marketing and Communication, ensure effective coordination between MarCom and Development, including consistent messaging that communicates the impact of the CCEB's work and the ongoing needs and sets the stage for solicitations. Reach donors through newsletters, impact reports, direct response, personal meetings, events, etc.
- With the Chief Financial Officer, ensure thorough and accurate financial reporting, compliance, and budget forecasting in all categories of fundraising.
- With the Chief Program Officer, fully understand programs and initiatives to proactively ensure there is sufficient funding.
- Represent CCEB at external events and speaking engagements, including networking events, panels, and other community events.
- Support the CEO's Board and volunteer recruitment efforts.

EXPERIENCE & CHARACTERISTICS

CCEB seeks an accomplished frontline fundraiser with a record of personal success in raising major gifts from individuals, businesses, foundations, or corporations to take contributed revenue to the next level. The DoD should have 10+ years of fundraising and development experience with at least three years managing a team with responsibility for operational and performance outcomes.

While no candidate will possess every attribute, CCEB will consider candidates who have combinations of the following:

- An understanding of process & moves management, donor segmentation, stewardship, and donor recognition programs.
- Broad-based knowledge of various development activities including direct solicitations, online/digital, campaigns, direct mail, proposal development, planned giving, event planning and management, and leveraging fundraising databases and systems for donor segmentation, research, and volunteer management.
- Experience managing and motivating teams and consultants; coordinating and supporting others' fundraising activities; and fostering teamwork in a multicultural environment.

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- A broad knowledge of marketing and communication strategies, social media, advertising, and public relations.
- Strong understanding of nonprofit operations, including financial statements and budgets.
- An effective communicator able to build enthusiasm for CCEB and its programs; exceptional verbal and written skills; adept at crafting proposals, solicitation letters, and donor correspondence that effectively convey program impact; comfort with public speaking, including during tours/site visits and external speaking engagements.
- A good listener and strategist; comfortable receiving input from many sources and able to analyze and formulate disparate information into a sound, well-organized plan.
- Intrepid yet tactful; determined yet respectful of other's concerns; someone with the flexibility and creativity needed to find alternative ways to reach funding objectives when barriers arise; a skilled negotiator who is open to other viewpoints.
- Tenacious and gritty; a "doer" with a high energy level and willingness to work hands-on in developing and executing a variety of development activities; committed to fostering a collaborative work environment.
- Experience with fundraising databases; Salesforce and Blackbaud would be helpful.
- Emotionally mature with a good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.
- A CFRE is highly desirable.
- A commitment to the values of Respect, Trust, Excellence, Accountability, and Faith.

The compensation range for this position is \$150,000–\$175,000.

For more information, to express interest, or to nominate someone else, please contact:

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