



Booker T. Washington Community Service Center

800 Presidio Avenue
San Francisco, CA 94112

415.928.6596 office
415.928/6927 fax
info@btwsc.org
www.btwsc.org

Development Director

BOARD OF DIRECTORS

Laurence D. Griffin
President

Phillip Stone
Treasurer

Carlos Reed
Vice President

Andrea Hayes
Secretary

Farah Makras
Jimi Harris
Eric Safire
Shelley Bradford-Bell
Yoongi Tom
Adam Goldenberg
Stephanie Tomao

Patrica Scott
Executive Director

For nearly a century, the **Booker T. Washington Community Service Center** has served the children and families of San Francisco with programs designed to reduce the many disparities faced by African-American, immigrant and other low-income communities. Founded in 1919 and incorporated in 1923, the center began as a gathering and organizing place for homecoming African-American soldiers and their families. Many services grew in response to Jim Crow segregation, discrimination in employment, and the uprooting of African-American families through urban renewal. More recently, the center has expanded programs to address the influx of new immigrant communities and address the needs of transition aged and emancipated foster youth. As our services have evolved to meet the changing needs of San Francisco, our mission to provide programs that support a healthy and vibrant community remains constant.

Our experience is in providing pragmatic programs to empower youth to integrate into the economic and social mainstream of society, and to counter trends of unemployment, violence, and academic failure in our communities. Our programs include health services, career training, education and summer programs for youth, housing organizing, and essential safety-net services.

New Community Center and Affordable Housing Development

The new center will be a comprehensive community institution with two distinct components: a community center and affordable housing. The five story complex will have 20,000 sq. ft. of community space including a new gym, academic and career services, on-site support for foster youth, mental health programs, early childhood education, an outdoor garden/recreational space, roof deck, and 48 units of affordable housing for low-income residents and emancipated foster youth.

PRIMARY FUNCTION

The goal of this position is to develop a fundraising plan for on-going operations and unmet needs for the capital campaign, in collaboration with the Board Development Committee. Secondly, the goal is to increase the public profile of BTWCSC.

Reports to: Executive Director

General Responsibilities:

- Develop and execute an annual fundraising plan.
- Secure financial support from individuals, foundations, government agencies and corporations; write grants and letters of interest.
- Create and maintain a data entry and gift processing system.
- Develop and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large sustained base of individual donors.
- Oversee organization of special events.
- Track proposals.
- Track all required reports.

Specific duties:

- Identify and contact local individuals, foundations and corporations and solicit gifts, including real estate, tech, management trust companies, banks, hotels and other hospitality industry providers, internet based philanthropy)
- Identify prospective partners; develop an approach to secure funding; meet with receptive identified parties to develop relationships.
- Identify and contact local high profile individuals (including African Americans) in the business community to solicit gifts and support for the Capital Campaign and potential Board or Advisory Committee members.
- Prioritize lists of individuals, foundations and businesses that we need to approach.
- Meet with corporations and other business entities, including unions.
- Prepare and submit grant applications to interested funders, including

Qualifications

- BA (required), MA (a plus)
- 5-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills