

DIRECTOR OF GROWTH, STRATEGY, AND RESOURCES

Digital NEST (Nurturing Entrepreneurial Skills with Technology)

Salary: \$70,000-\$80,000

Benefits: Full medical, dental and vision insurance

Organization size: 14 employees

Digital NEST Inc. (“the NEST”) is a career development nonprofit serving primarily Latina/o youth and young adults ages high school-24 in the agricultural communities of Watsonville and Salinas, CA. Open 4-5 afternoons a week, the NEST provides youth with safe space, nutritious food, mentoring, digital technology, and tech training to prepare them for careers in digital media, web design, event coordination, and project management. By preparing youth for careers in tech, the NEST helps improve the finances of families, increases economic opportunities in our community, supplies regional businesses with the tech-savvy employees they need, and helps diversify the 21st century tech workforce.

OVERVIEW of the Position

We are looking for an exceptional senior leader. The NEST is a high-profile organization on a rapid growth trajectory, and this individual will play a major role in securing resources to sustain the organization and fuel the expansion of our “mission reach.” We know individuals can follow many different paths in acquiring the skills we seek, so this somewhat non-traditional job description presents a menu of skill/strength/experience competencies. If you possess any combination of them and are up to a challenge, WE WANT TO TALK TO YOU.

Reporting to the Executive Director, the Director of Growth, Strategy, and Resources (“GSR Director”) will serve as a key member of the Digital NEST Leadership Team (Executive Director, Enterprise Director, and bizzNEST Director). The GSR Director is the organization’s senior leader in raising the funds needed for sustainability and growth, creating, managing and implementing plans to identify new opportunities, cultivate connections with philanthropic, corporate, educational, governmental and individual partners, enhance donor relationships, advise Executive Director and Board, and evangelize NEST outcomes and impacts.

DUTIES AND RESPONSIBILITIES

Senior Leadership and Resource Development

- Lead strategic development planning; create and help implement actionable development plans.
- With Leadership Team, create and implement the organization’s strategic plans.
- Advise and support Executive Director and Board in carrying out strategic development, partnering and communications activities.
- Ensure consistency, quality, and efficiency across all strategic development activities.
- Supervise and support the Development Manager in implementing a fundraising program that includes annual campaigns, monthly donors, planned giving, direct mail, e-philanthropy and donor cultivation and stewardship.
- Supervise the contracts of Grant Writing and Communications/Marketing Consultants.
- Create effective collaboration between development team and other Directors and their staffs.
- Work with Executive Director, CFO and Board Finance Committee to develop and implement financial policies; attend monthly meetings of Board Finance Committee.
- Work closely with ED/Enterprise Director to assess and build strategic partnerships in educational, philanthropic, nonprofit and corporate/business sectors, especially in tech and agriculture.

COMPETENCIES

Skill/Strength/Experience

Competitive candidates have skills, experience and capacity in at least 3 of the following 5 areas:

1. Major Donor Cultivation

- Expertise in designing and managing outreach to philanthropists and others seeking to support the impactful work of the NEST.
- Expertise in ongoing management and growth of donor relationships, including effective communications; ability to coach Executive Director, Board and staff in relationship management; expertise in supervising middle management- and support-level staff.
- Expertise in crafting effective written funding requests to existing/potential major donors.
- Possess a robust network of contacts among philanthropists and others seeking to make charitable contributions, and introduce them to the impactful work of the NEST.
- Knowledge in cultivating legacy giving/bequests is a plus.

2. Corporate and Business Support

- Expertise in designing and managing outreach, communications, and relationships with key corporations, businesses, and other commercial enterprises.
- An understanding of the corporate landscape and the intersections of corporate activity with community, governmental and non-profit activity; positioning the NEST at these intersections to cultivate allies and pursue common goals.
- Expertise cultivating support from various sectors of a corporation's structure, ie its corporate social responsibility initiative or foundation, its employee giving program, employees in senior positions with discretionary authority over resources, its marketing and public relations divisions, its talent acquisition department(s), etc.
- Expertise –and a successful track record- in crafting written funding requests to corporate and businesses entities to support similar nonprofits or mission-driven organizations.
- Possess a robust network of contacts among key corporations and businesses, with access to key decision-makers with whom to share the work of the NEST.

3. Support from Philanthropic Foundations

- Understanding of the foundation landscape and facility in identifying intersections with the NEST mission; an ability to actively position the NEST at these intersections to develop aligned goals and secure foundation funding
- Expertise preparing grant proposals to public and private charitable foundations, large and small, and a successful track record in securing foundation funding.
- Possess a robust network of contacts among public and private charitable foundations, with access to program officers and other key decision-makers
- Effective ongoing management and growth of relationships with foundations, including knowledge of the design of communications to support these relationships; ability to coach the Executive Director, Board and staff in relationship management; expertise in supervising middle management- and support-level staff

4. Strategic Partnerships with Institutions/Organizations in Career Training/Workforce Development, Education, Economic/Community/Youth Development, or Related Sectors

- Senior-level experience creating and leveraging partnerships in the above sectors, to support Digital NEST initiatives improving educational attainment and career readiness for youth in under-represented or vulnerable populations.
- Senior-level experience creating and leading resource-sharing partnerships and collaboratives
- Expertise at identifying, assessing, developing, maintaining and growing strong, long-term partnerships with substantial resource-sharing dimensions.
- Possess a robust network of contacts among regional institutions and key influencers within the NEST's areas of endeavor.

5. Direct Federal and/or State Support via Grants, Earmarks and Government Contracts

- Knowledge of national and/or state and/or regional landscapes of government grant funding for non-profit work in areas related to the NEST's mission; anticipate trends and the impacts of politics, policy, and research in such areas as career development, economic development, and educational attainment for under-represented and vulnerable populations.
- Expertise and successful track record in writing grant proposals and securing government funding.
- Ability to position self/NEST staff at events and in conversations with national/state/regional government influencers to increase mutual awareness of critical issues and problems.
- Knowledge of the requisites to become eligible and competitive for government grants/contracts; experience in preparing an organization to meet these requisites.
- Possess a robust network of contacts and access among key influencers in government agencies.

Required Basic Qualifications:

- Bachelor's degree in a relevant field
- Minimum of 3 years' experience in senior position performing the GSR Director duties and at least three of the five skill/strength/experience areas described above.
- Minimum of 7 years' experience in any position requiring professional and progressively advancing performance of the GSR Director responsibilities/job duties and three of the five skill/strength/experience areas described above.
- Exceptional collaboration skills
- Strong leadership skills
- Excellent written and verbal communication skills
- Highly organized
- Strong project management and staff supervision skills
- Ability to motivate and maintain effective working relationships with staff, Board, and partners.
- Proficient in office software, spreadsheets and CRMs or other donor databases
- Culturally sensitive, gender-aware

Preferred:

- Bilingual Spanish/English

To apply to this position:

Please include a resume and cover letter. In your cover letter, please identify and elaborate on the competencies, among the five listed, in which you are most qualified.

Please email your cover letter and resume to jvo@digitalnest.org. For questions please contact Jacob Martinez, Executive Director, at 831-331-7419.