



JOB ANNOUNCEMENT

Development Director

The California Budget Project (CBP), a nonprofit organization engaging in analysis and public education on fiscal and economic policies affecting low- and middle-income Californians, seeks to hire a Development Director to guide the organization's fund development activities. This position is based in Sacramento. Additional information on the California Budget Project is available at www.cbp.org. The CBP does not receive government support.

General Description:

Working closely the CBP's Executive Director, the Development Director will oversee the CBP's fund development activities including grant reporting, proposal development, and individual donor solicitation. The position provides a challenging and rewarding opportunity for a talented individual to learn and write about important public policy issues and the multi-faceted work of the CBP. The Development Director will work closely with the organization's Executive Director and staff to learn about the latest developments in public policy issues. Using this knowledge, the Development Director will develop and prepare proposals and reports for submission to the foundations that support the work of the CBP; identify new prospects for foundation support; and work with the Executive Director to identify and solicit individual and organizational donors. The successful candidate will have the ability to digest complex concepts and distill them into clear, easily understandable documents.

The Development Director must have exceptional writing skills, with a demonstrated ability to prepare grant proposals and grant reports. Several years of progressively responsible experience is necessary, preferably in an organization dedicated to public policy analysis or research.

The successful candidate will have:

- A proven track record in fund development, both from foundation sources and individual donors;
- An interest in public policy issues;
- A demonstrated ability to meet deadlines, work independently and as a part of a team, and manage competing priorities;
- At least a Bachelor's degree, graduate degree preferred; and
- A commitment to the goals and values of the CBP.

Compensation:

The salary is commensurate with experience. The CBP offers an excellent benefits package including employee and dependent health, dental, and vision coverage.

To Apply:

Please send a cover letter, resume, and writing sample to:

Development Director
California Budget Project
921 11th Street, Suite 502
Sacramento, CA 95814

Resumes will be accepted until the position is filled.

The California Budget Project is an equal opportunity employer.

Posted: February 25, 2003