



**Black Funders Network  
OF THE BAY AREA**

Black Funders Network of the Bay Area is a fiscally sponsored project of Community Initiatives, a registered tax-exempt 501(c)(3) nonprofit organization.

[www.blackfundersnetwork.org](http://www.blackfundersnetwork.org)

## **MANAGING DIRECTOR**

Black Funders Network of the Bay Area (BFN)

The Black Funders Network of the Bay Area (BFN) is a regional membership organization dedicated to advancing the interests of African Americans in philanthropy and addressing the impact of racial disparities within philanthropic institutions and African American communities across the San Francisco Bay Area. The Managing Director will work closely with the Advisory Board and Community Initiatives to lead the development, design, and implementation of strategic initiatives, with a particular focus on fundraising, external communications, and network building, ensuring the fulfillment of BFN's mission.

**Job Type:** Part-time, up to 15 hours per week. Remote, **but must live in the San Francisco Bay Area (North, East, or South Bay).**

**Reports to:** Advisory Board

### **Key Responsibilities:**

#### Fundraising & Relationship Management

- Lead and provide strategic direction for all BFN fundraising activities, ensuring long-term financial sustainability.
- Cultivate and manage relationships with prospective donors, including foundations, corporate philanthropy, and individuals.
- Develop and implement innovative fundraising strategies to increase financial contributions to BFN.

#### Strategic Planning

- Lead the process of developing and executing BFN's overarching strategy, aligning all programs and initiatives with the organization's mission and goals.
- Facilitate quarterly Advisory Board meetings, retreats, and monthly check-ins with the Board Chair to ensure alignment on strategic priorities.
- Collaborate with the Program Manager to strengthen BFN's network-building efforts through outreach, engagement, and programmatic offerings.

#### External Communications & Stakeholder Engagement

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- Serve as the primary external spokesperson for BFN, building and maintaining strong relationships with Black-serving philanthropists, community leaders, and other key stakeholders.
- Develop and oversee the creation of external communications materials, including presentations, reports, and engagement tools, to effectively convey BFN's mission and impact.
- Lead public relations and marketing efforts, ensuring visibility for BFN's work across multiple platforms, including social media.

### Advisory Board & Committee Engagement

- Partner with the Advisory Board to identify and recruit new board members to strengthen leadership and diversity within the organization.
- Convene and lead the Program Planning Committee to support the development of virtual and in-person events, ensuring they align with BFN's strategic objectives.

### Organizational Management

- Maintain key relationships with BFN's fiscal agent, Community Initiatives; stay in compliance with policies and practices.
- Oversee the management of BFN's budget, ensuring transparency and alignment with strategic priorities.
- Supervise the Program Manager and Project Assistant, providing guidance and oversight for day-to-day operations.
- Conduct regular staff meetings and one-on-one check-ins and approve bi-weekly timecards.

### **Ideal Candidate Profile:**

#### Experience:

- Experience working in the philanthropy sector is ideal (e.g., Foundation or Program leader)
- Proven track record in fundraising, especially within the Bay Area philanthropic community.
- Demonstrated ability to engage and communicate with a broad array of Black-serving philanthropists and community leaders.
- 5+ years of experience in strategic communications and development, particularly in racial justice or progressive philanthropic organizations.

#### Preferred Skills:

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- Exceptional verbal and written communication skills, with the ability to convey complex ideas clearly and persuasively to diverse audiences.
- Deep racial justice analysis and a commitment to addressing racial disparities through philanthropy.
- Proficiency with data management tools and social media platforms.
- Strong time management, organizational skills, and the ability to manage multiple priorities in a dynamic environment.

**Compensation:**

\$115-\$125 per hour, based on experience

**Application Instructions**

Interested candidates should submit a resume or cover letter to **Kathleen Harris, Interim-Managing Director, at [info@blackfundersnetwork.org](mailto:info@blackfundersnetwork.org)**.

**Equal Employment Opportunity**

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

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