



OPPORTUNITY DESCRIPTION

HOMEFIRST **Director of Development**

LOCATION: San Jose, CA; Hybrid Role; This position could also be based in Sonoma with one day per week on-site in the San Jose office and additional presence needed in San Jose for events.

COOK SILVERMAN SEARCH
775 E. Blithedale Ave. #395
Mill Valley, CA 94941

ABOUT HOMEFIRST

HomeFirst™ is a Bay Area nonprofit focused on ending homelessness. In the last five years, we have tripled our impact by providing accessible programs and systems leadership. We deliver comprehensive services to help people secure and keep housing, addressing both immediate and long-term needs. With 45 years of experience, \$80M in revenue, clean audits, a strong leadership team, and 500+ employees, we believe housing is a fundamental right that requires collaborative solutions.

OPPORTUNITY HIGHLIGHTS

- **Salary Range:** \$130,000 - \$150,000
- **Benefits include:**
 - 100% employer-paid medical, dental, and vision coverage
 - Mental health resources
 - Pet insurance
 - Employee Assistance Program
 - 401(k) retirement plan with 5% matching
 - Life and disability insurance
 - Flexible spending accounts and commuter benefits
 - 12 holidays, sick leave, and PTO starting at 15 days annually, plus civic engagement leave

YOU ARE

- An entrepreneurial, initiative-taking fundraiser who builds strong, authentic relationships with donors and advances strategic philanthropic growth.
- A highly organized, data-informed professional with a strong sense of discretion, integrity, and the ability to work independently while managing multiple priorities.
- A collaborative and flexible problem-solver who engages donors, staff, and community partners with creativity, clarity, and a “can-do” mindset.
- A mission-driven leader who embodies HomeFirst’s values, is passionate about ending homelessness, and thrives in both independent and team-based environments.

POSITION OVERVIEW

The Director of Development plays a key role in advancing the mission of HomeFirst by growing contributed revenue primarily through major donor engagement across Silicon Valley, South Bay, and Sonoma County. Reporting to the Chief Development Officer, this role drives donor strategy, oversees annual campaigns, and manages two development team members.

PRIMARY RESPONSIBILITIES

Donor Portfolio Management

- Maintain and grow a portfolio of individual donors giving \$2,500–\$10,000
- Conduct cultivation, stewardship, and solicitation strategies
- Engage lapsed donors
- Conduct prospect research

- Coordinate campaigns
- Strengthen donor pipeline

Community Engagement

- Represent HomeFirst in civic and professional spaces
- Support brand awareness
- Connect leadership with funding partners
- Coordinate volunteer and in-kind engagements

Corporate Giving & Sponsorships

- Lead corporate giving strategies, event sponsorships, six-figure revenue initiatives, partnership development, and benefit fulfillment

Management & Administration

- Develop fundraising strategy
- Manage two direct reports
- Maintain CRM data
- Create donor collateral
- Produce reports
- Collaborate cross-functionally
- Travel as needed

Professional Development & Internal Culture

- Participate in trainings
- Support fundraising best practices
- Foster internal culture of philanthropy
- Engage in committees

COMPETENCIES & QUALIFICATIONS

- Bachelor's degree or equivalent experience; advanced certifications preferred
- 5+ years of fundraising success with year-over-year revenue growth
- Experience with donor portfolios, strategic planning, and grassroots fundraising
- Strong communication, organization, and data analysis skills
- Bay Area travel required; CRM experience preferred

EQUITY STATEMENT

HomeFirst embeds diversity, equity, and inclusion into all services and organizational practices. We honor lived experience, uphold dignity, and foster belonging and accountability across teams and programs. HomeFirst is proud to be an Equal Opportunity and Affirmative Action employer, considering applicants without regard to protected status and providing reasonable accommodations for qualified individuals with disabilities.

TO APPLY

For more information or to apply for the position, please upload your resume and cover letter [here](#). All applications will be kept confidential, and every applicant will receive a response.