



Job Description: Development Officer

Position Description

One Mind seeks a results oriented, proactive Development Officer to join our team to achieve our fundraising objectives. Reporting to the Director of Development, the Development Officer will be responsible for identifying, cultivating, and securing gifts from prospective individual donors, foundations and corporations across the United States.

This new position is built for someone who is ambitious, entrepreneurial, and works well at a fast pace. There is ample room for growth in terms of responsibility and associated fund raising target amounts after proven success. The current Development team has an extensive and rare skill-set that is of great value for someone looking to grow with the team and organization over time.

This individual will report to and work closely with the Director of Development to support One Mind's Major Gift Program, as well as refine their own effective solicitation and stewardship strategies. The Development Officer will target gifts in \$1,000 to \$25,000 range in the first year.

This individual will also work collaboratively with staff leaders and the Board to coordinate and execute long-term fundraising initiatives. The ideal candidate will have a master's degree and at least three years of relevant fundraising experience, preferably in the mental health, medical, academic or education fields. References will be required to confirm fund raising performance and responsibility.

Responsibilities—duties will include but are not limited to:

- Executing the Major Gifts Program with the Director of Development.
- Responsibility for 125-150 small-medium level donors and prospects.
- Refining the new Major Gifts Program with their own donor solicitation and stewardship strategies that cater to small-medium sized gifts in the \$1,000 to \$25,000 range.
- Drafting of personal outreach communication including letters, emails and phone calls.
- Researching and cultivating new donor prospects.
- Working collaboratively with the One Mind staff and Board as directed.
- Participation in cultivation events in Napa, California and other cities. Travel covered.

Qualifications

- A minimum of 3 years of fundraising experience, including at least 3 years of experience securing gifts from private individuals, foundations, and corporate prospects.
- Strong preference is given to candidates who can demonstrate a consistent track record of personally securing gifts annually.
- Seeking a candidate based on the West Coast who is preferably in the SF Bay Area or who can travel to the SF Bay Area, and to other states as needed.
- Personal Attributes and skills required:

- Outstanding relationship building and collaboration through open, honest, and transparent communication. Ability to naturally build a personal connection with prospects, while matching a prospect's personal vision with One Mind's vision, mission, and programs.
- Detail-oriented, organized, and results-driven. High energy and demonstrated desire to meet goals and objectives. A self-starter.
- Excellent communication skills, both written and verbal.
- Conversant with NEON or other CRM systems.
- *Unique understanding of the mental health field is preferred. If possible, address this specifically in your cover letter.

Education

Bachelor's degree required, master's preferred.

Compensation

Salary is dependent on experience, qualifications, and credentials. Annual bonus target will be set and funded if fundraising goals are met.

Benefits

- Unlimited PTO and 10 Paid Holidays
- Paid sick leave and parental leave
- Health, dental, and vision insurance
- 401(k) with matching contribution

Opportunity/Infection Point

Twenty-seven years of world-leading discoveries by One Mind's funded scientists have yielded fertile opportunities to change the lives of people who struggle with brain health. One Mind is accelerating our research agenda and programs to make those advances available to everyone.

About One Mind

One Mind catalyzes visionary change through science, business, and educational media to transform the world's mental health. Influenced by their son Brandon's schizophrenia diagnosis, Shari and Garen Staglin launched One Mind in 1995 to bridge the gaps that they saw in mental health research funding and patient support. Since then, One Mind has become the leading brain health nonprofit committed to healing the lives of people impacted by brain illness and injury through global, collaborative action. Supported by a growing staff, active Board of 14 dedicated members and a 9-person Scientific Advisory Board of the world's top neuroscientists, One Mind has set the ambitious vision of accelerating brain health for all.

To Apply

Please send the following as one PDF to Tal Gerzon, Director of Development, at [hiring@onemind.org](mailto: hiring@onemind.org)

- Cover letter with salary requirements
- Resume
- Confidential list of gifts secured
- 2 writing samples of communication that helped secure gifts. Proposals are preferred, but communication that the applicant themselves created for a campaign would also be sufficient.