



Director of Fundraising

Full-time

Classification	Reports to	Date
Exempt	Executive Director	2024

Location - Hybrid job, requiring in-person time & travel to both San Francisco & Milpitas offices

Company Overview

The mission of Dress for Success® is to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

Dress for Success San Francisco/San Jose (“DFSSFSJ”) is the local affiliate to Dress for Success Worldwide, an international nonprofit organization currently serving approximately 150 cities and 25 countries.

Job Overview

Dress for Success San Francisco/San Jose is seeking a Director of Fundraising to work in their San Francisco office. This individual will be responsible for all company operations, overseeing day to day activities and implementation of policy and procedures.

Responsibilities

Fundraising

Qualifications

- 2+ years of relevant work experience.
- Finance, accounting, operations and/or non-profit experience required.
- Bachelor’s degree required in Business, international business, Finance, accounting, or operations.

Reporting Relationship

This position will report directly to the Executive Director of Dress for Success San Francisco/San Jose. Candidates will be expected to work in a hybrid structure between the San Francisco and Milpitas offices and virtual.

Dress for Success San Francisco is an Equal Opportunity Employer

DFSSFSJ is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ



persons, people of different levels of physical ability, and all qualified persons to apply for this position.

Compensation and Benefits

- \$125,000 annual salary DOE. This role is an exempt position.
- 22 Paid Holidays, including one week off in July around Independence Day and one week off in December around the Christmas holiday. One floating holiday is also granted, but must be used within two weeks of the employee’s birthday
- Vacation 80 hours/year; Paid Sick Time 72 hours/year; Unpaid Time Off 80 hours/year
- Medical, dental, and vision benefits are fully paid by the employer.
- A matching 401K plan that is immediately vested will also be provided in addition to a company match (up to 3%) of your compensation/year.

How to Apply

Mail resume to Dress for Success at 500 Sutter St #218, San Francisco, CA 94102 or email to: hire@sfdress.org.

NOTICE OF INTENT TO FILE AN APPLICATION FOR LABOR CERTIFICATION
THIS NOTICE IS BEING PROVIDED AS A RESULT OF THE INTENT TO FILE AN APPLICATION FOR PERMANENT LABOR CERTIFICATION. ANY PERSON WISHING TO COMMENT MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THIS APPLICATION TO:

THE CERTIFYING OFFICER, U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION
DIVISION OF FOREIGN LABOR CERTIFICATION
HARRIS TOWER, 233 PEACHTREE STREET, SUITE 410
ATLANTA, GA 30303
Phone: [\(404\) 893-0101](tel:4048930101) Fax: (404) 893-4642

AND

THE CERTIFYING OFFICER, U.S. DEPARTMENT OF LABOR,
EMPLOYMENT AND TRAINING ADMINISTRATION, OFFICE OF FOREIGN
LABOR CERTIFICATION, 200 CONSTITUTION AVENUE NW, ROOM N-
5311, WASHINGTON, DC 20210.

AND

THE CERTIFYING OFFICER , U.S. DEPARTMENT OF LABOR,
EMPLOYMENT AND TRAINING ADMINISTRATION, OFFICE OF FOREIGN
LABOR CERTIFICATION, ATLANTA NATIONAL PROCESSING CENTER,
ATTN: SUPERVISED RECRUITMENT, P.O. BOX 56625, ATLANTA, GA
30343.