



JOB OPENING ANNOUNCEMENT:

DIRECTOR OF DEVELOPMENT

Job Title: Director of Development
Reports to: Executive Director
Location: Central Los Angeles
FLSA Status: Full Time, Exempt, \$85,000-\$95,000 DOE

SUMMARY: Reporting to the Executive Director, the Director of Development is responsible for all facets of individual and institutional giving, including leading all current fundraising and development initiatives to reach and exceed Bresee's annual fundraising goal, as well as developing new strategies to grow Bresee's fundraising capacity. The Director of Development works closely with the Executive Director and Board of Directors to develop and implement a Fundraising Plan that includes short-term, medium-term and long-term strategies for major gifts, foundation and corporate support, annual giving, and fundraising events.

CANDIDATE PROFILE: The new Director of Development will embrace Bresee's mission and introduce new ideas, programs, and initiatives to achieve excellence, growth, and impact in fundraising, communications, and organizational leadership. The new Director of Development will expand and diversify the donor base through thoughtful relationship-building and hands-on partnership with senior leadership and the Board of Directors. Bresee seeks a dynamic, creative, and entrepreneurial development professional who wants to make a difference by joining a vibrant management team and providing strategic leadership across all areas of development. The ideal candidate will be a collaborative, energetic, and natural fundraiser. This will be someone who is well versed in all aspects of fundraising, including cultivation, solicitation, and stewardship. With flexible hours and work location, the Director of Development will need to be highly motivated and personally accountable.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Development Operations and Leadership

- Partner with the Executive Director and Board to create and implement a comprehensive development plan that supports the organization's mission, strategies, and fundraising goals.
- Provide leadership to the Development team, oversee planning and analysis, corporate sponsorship, grant writing, coordination of Board efforts, annual giving, special events, and related activities.
- Develop and execute a major gift program and strategy, including: identifying existing and potential major donors, creating individual stewardship and solicitation plans, and cultivating relationships.

- Create a plan to expand corporate partnerships, developing packages for sponsorship, building relationships with corporate partners, and coordinating engagement activities related to obtaining corporate support.
- Oversee the development of a best practice development infrastructure, including systems, policies, and procedures to ensure effectiveness and accountability across the program.
- Create annual income and expense budgets and manage the Development Department in a fiscally sound manner.
- Coach, mentor and motivate a team of 4.5 staff members who oversee grants, gift processing, donor information and acknowledgements, while drawing upon the team's full potential and talent, individually and collaboratively.
- Build strong relationships with board members, program directors, and staff outside of the Development Department and nurture a strong culture of fund development throughout the entire organization.
- Provide detailed and accurate reports on fundraising progress to the Executive Director and Board of Directors on a regular basis.

Communications

- Work with the Executive Director and Executive team to develop a comprehensive marketing and communications plan to engage donors and key stakeholders in organization's mission.
- Work collaboratively with Director of Grants and Communications on effective donor communications and marketing efforts, including annual reports, newsletters, digital assets and other campaign tools, ensuring that all external materials align with and enhance organization's mission and values.
- Utilize social media tools to cultivate interest and excitement for Bresee programs and outreach to potential funders.

Board Management

- Work with the Executive Director to implement board standards, roles, and responsibilities.
- Create ways to engage Board Members thoughtfully in the fundraising process.
- Cultivate and steward Board relationships.
- Provide the Board with detailed and accurate reports to share fundraising progress and success at each board meeting.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Seasoned professional with minimum 10 years of direct fundraising experience, with at least 5 years of management or leadership experience.
- Bachelor's Degree from an accredited college or university required. Master's degree a plus.
- Certified Fund Raising Executive (CFRE) credential preferred.
- Proven success in developing strategic and effective fundraising plans, and executing against those plans to achieve goals and objectives. Experience implementing necessary systems and processes to support efficient operations.
- Demonstrated success cultivating, soliciting, and stewarding high net worth individual donors, with a track record of securing 5- and 6-figure gifts and moving donors through a pipeline.
- Demonstrated success at securing grants, corporate sponsorships.
- Strong leadership skills that include the ability to motivate, influence, and guide staff toward the achievement of goals.

- Experience managing development operations and development database. Familiarity with Bloomerang a plus.
- Demonstrated ability to think creatively and bring fresh ideas and approaches to development initiatives.
- Credible marketing and communications skill as it relates to supporting fundraising programs and developing donor-specific collateral and presentations.
- Passion for youth development or issues related to social justice and economic/educational equality highly preferred.
- Knowledge of the youth and/or social justice philanthropic landscape highly preferred.
- Flexibility, drive, a sense of humor, and a “roll-up-your-sleeves” approach.
- Demonstrated poise and presence to be effective with a wide range of constituents.
- Excellent oral and written communication skills with proven ability to tell a compelling story.
- Ability to develop trust and strong collaborative working relationships with donors, Board, and staff.
- Demonstrated computer expertise with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and fundraising database systems.
- Demonstrated sensitivity to multicultural issues, and be comfort working in multi-cultural, urban environment.
- Self-motivated, results driven, detail oriented, and adaptable.
- Able to exercise good judgment, discretion, and confidentiality when interacting with donors.
- Must support Bresee’s procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand, support, and be able to articulate Bresee’s *Vision, Mission, and Values Statement*, as well as program specific information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 50%, out of office 50%. Indoors 85%, outdoors 15%.

HOURS AND BENEFITS: Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by March 2, 2018 with the Subject Line: Director of Development. Letters may be address to Seth Eklund, Executive Director.