



## DIRECTOR OF DEVELOPMENT

### ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

### POSITION SUMMARY

Working closely with the Chief Executive Officer, the Director of Development will lead the agency's annual fundraising efforts. S/he will support and contribute to the LA Promise Fund's multi-pronged development strategy that includes foundation, corporate, individual, public development efforts as well as special events. Development activities include researching and writing grants to private foundations, corporations and businesses and public agencies; working within Salesforce; cultivating new partners and sponsors and prioritizing funding opportunities; meeting funding reporting requirements; leading special fundraising events; and ensuring the organization's fulfillment of funded objectives. This position, along with the entire Development team will support the creation of the organization's strategic fundraising plan. This position will report to the Chief Executive Officer, as part of the Development and Communications team, and will work collaboratively with all LA Promise Fund headquarters and school-based staff. The position will support other Development and Communications work as needed, including volunteer management.

## RESPONSIBILITIES AND DUTIES

### *Strategic Development Plan*

- Enhance systems for tracking and cultivating donors and community partners
- Enhance current individual donor cultivation strategies
- Identify new and sustainable revenue streams
- Contribute to five year strategic plan
- Collaborate with the Development and Communications team in integrating collective strategies into annual fundraising plan with monthly goals, prospects, contacts, timelines and action items
- Inform organization's communication strategy including social media, marketing materials and websites

### *Special Events-Sponsorship and Gala Fundraising*

- Lead the programmatic and sponsorship efforts for annual fundraising events, such as Hello Future, Girls Build Summit and other opportunities
- Identify and cultivate event sponsors, including individuals, foundations, and corporations
- Coordinate with program staff to manage event logistics, including day of event implementation
- Ensure appropriate donor stewardship and acknowledgement, including sponsor follow up

### *Capital Campaign*

- In collaboration with the Executive Director spearhead a multi-year capital campaign to fund the building of our school facilities in South LA
- Identify and cultivate prospective funders, including leading a pilot campaign to discover prospects

### *Grants*

- Oversee the organization's annual grant calendar of proposals and reports, including managing on staff and consultant grant writers, and writing grants when necessary
- Identify and prioritize grant opportunities that will enhance academic achievement, wrap around services and our countywide programs
- Work with Chief Executive Officer and development team members on stewarding activities with grant funders through e-mail and direct mail updates, phone calls, in- person visits and school tours and invitations to special events
- Other duties as assigned

## CANDIDATE REQUIREMENTS

### *Education and Experience*

- Bachelor's degree required. Master's degree preferred
- 7-10 years of experience in development, especially corporate, individual and foundation giving
- Special event and volunteer management experience highly valued
- Experience working in the tech sector preferred
- Experience managing a staff/team, highly preferred

### *Knowledge, Skills and Abilities*

- Outstanding organizational skills and attention to detail
- Innovative thinker who can contribute to continuous improvement of protocols, policies and operating procedures
- Ability to work independently and manage multiple priorities and deadlines
- Exceptional written and oral communication as well as interpersonal skills
- Experience identifying, attracting and retaining corporate funders through a solid account management system and engagement protocol
- Articulate, professional demeanor with strong self-confidence and initiative
- Excellent computer skills including database, word processing, spreadsheets, presentation, and online communications; Google Suite, Salesforce and Adobe experience a plus
- Ability to work in dynamic, demanding, fast-paced environment
- Knowledge of public education and experience with K-12 schools is a plus
- Commitment to LA Promise Fund mission

## COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

## HOW TO APPLY

E-mail your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).