



## CHIEF ADVANCEMENT OFFICER

### 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 and the Board of Directors, the Chief Advancement Officer will lead the agency's annual fundraising efforts as well as plan development efforts in two and five-year intervals. S/he/they will develop, manage and refine LA Promise Fund's multi-pronged fund development strategy that includes local and national foundations, corporations, individual giving and public development efforts as well as special events. Development activities include assessing current fundraising efforts, researching new income sources, developing earned income streams and overseeing grant writing efforts to private foundations, corporations, businesses and public agencies; working within Salesforce; cultivating new partners and sponsors and prioritizing funding opportunities; overseeing the fulfillment of reporting requirements; leading special fundraising events and campaigns including capital campaigns; 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 supervise the work of the Communications team including overall branding and messaging, targeted marketing, social media management, event PR and media outreach.

The Chief Advancement Officer will also function as a spokesperson for the organization when the Chief Executive Officer is unavailable as well as the outward face of all volunteer management efforts.

## RESPONSIBILITIES AND DUTIES

### *Strategic Development Plan*

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

### *Special Event-Sponsorship*

- Lead the sponsorship efforts for annual fundraising events, such as Hello Future
- 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 recognition, stewardship, and acknowledgment, including sponsor follow-up

### *Capital Campaign*

- In collaboration with the Chief Executive Officer and Development and Communications team, spearhead a multi-year capital campaign to fund the building of school facilities
- Build a Capital Campaign timeline and communicate with the Board of Directors
- Identify and cultivate lead and prospective funders, including leading a pilot campaign to discover prospects

### *Grants*

- Oversee the organization's annual grant calendar of opportunities, proposals, and reports, including managing staff and consultants and writing grants and

- reports when necessary
- Identify and prioritize grant opportunities that will enhance academic achievement, wrap-around services, and 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, school tours, and invitations to special events
  - Other duties as assigned

### *Communications*

- Work with Director of Communications to develop a cohesive & strategic communications plan to promote the varied work that we do- to multiple audiences - and aligned with the strategic plan for the organization
- Position LA Promise Fund as the major educational nonprofit in LA
- Build cross-departmental collaboration to better promote the broad range of work that we do
- Engage key board members around targeted communications strategies
- Partner with communications team on all newsletters and the annual report (Impact Report)
- In collaboration with the Communications team, assess all organizational communication vehicles, print and on-line for freshness, currency, and appropriateness for all LAPF stakeholder audiences
- Attend community, partner and networking events with the intention of further connecting LAPF to strategic partners and raising the profile of the organization in relevant networks
- Work with Communications team to ensure all speakers at all LAPF events have talking points well in advance and develop those talking points as necessary
- Continue to build on LAPF's network of media contacts
- Collaborate with Communications team to pen articles and blog posts to position LAPF staff as experts in relevant fields and on appropriate platforms
- Address crisis communication needs if and as needed

## 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 fundraising experience highly valued
- Previous capital campaign experience highly valued
- Experience working in the tech sector preferred
- Experience managing a highly functioning 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, presentations, and online communications; Google Suite, Salesforce and Adobe experience a plus
- Ability to work in a dynamic, demanding, fast-paced environment
- Knowledge of public education and experience with K-12 schools is a plus
- Commitment to LA Promise Fund mission and values

### 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).