PROGRAM for TORTURE VICTIMS

JOB ANNOUNCEMENT
DIRECTOR OF DEVELOPMENT (FULL-TIME, SALARIED)

Position available February 2020
Los Angeles CA (Koreatown office)

The Program for Torture Victims (PTV) assists the courageous immigrant survivors of torture, persecution or other human rights abuse who have stood up for freedom, equality and human dignity. Since 1980, PTV has helped new U.S. refugees, seeking asylum from over 70 countries, heal their physical and psychological wounds, and start a second life here in California. The first human rights health organization of its kind in the country, PTV pioneered comprehensive medical, psychological and social services that empower refugees to heal, become self-sufficient, and work toward recreating a purposeful life in California. PTV has offices in Los Angeles and Santa Ana.

PTV has a full-time opportunity for a passionate and seasoned nonprofit development professional to lead, coordinate and grow a successful comprehensive fundraising program. The Director of Development will oversee all private-sector fundraising and communications planning and efforts including foundation and business grant proposals, major gift prospect identification, cultivation, solicitation and stewardship, donor recognition, direct mail, special events, planned giving, and internet-based fundraising. Major responsibilities include identifying, cultivating, asking and stewarding institutional and individual donors, writing grant proposals, elevating PTV's visibility and brand, and managing events. PTV currently raises about $450K from the private sector with a strategic plan to significantly increase individual support through major gifts and bequests during the next decade. PTV has an experienced Executive Director, an active fundraising board, and engaged staff and volunteers to help the new Development Director take the organization to the next level.

Requirements include:

- Bachelor's Degree in business, communications, nonprofit management, public policy, public administration or a related field and have a passion for human rights or social justice.
- 3-5 years comparable experience in nonprofit development, preferably as a Development Director at a small or medium size nonprofit, or as an Assistant Development Director or Major Gifts Officer at a larger organization.
- A strong track record of positioning an organization to achieve tangible outcomes in a competitive fundraising environment. Demonstrated skill and comfort in proactively building relationships with individual and institutional donors.
- Experience in identifying, qualifying major donor prospects and asking for major gifts in face-to-face meetings.
- Knowledge of the local foundation landscape, with at least 2 years of experience building relationships with foundations and writing grant proposals, preferably for a local social service or health organization.
- Outstanding computer and internet skills, including Microsoft Office and experience working with fundraising/CRM databases.
- Strong project management skills and the ability to manage competing priorities while following through with the important small details.
- A professional demeanor and possess exceptional written, oral, interpersonal, and presentation skills and the ability to build rapport and effectively interface with donors, board members, senior management, staff, and volunteers.
- Ability to work some weeknights and weekends as job demands.

Salary range is $70-95K DOE. Benefits package includes generous vacation, health, dental, and parking

To be considered complete, applications must include a cover letter describing your interest in the position, specific qualifications that match the above requirements and salary expectations, résumé, and three professional references.

Email complete packet in PDF or Word format to: jobs@ptvla.org
No phone calls please. Principals only.

In an effort to bring greater diversity and cultural capacity to our workforce, PTV encourages people of color, LGBT individuals, and pan-cultural or multi-lingual candidates to apply. PTV does not discriminate on the basis of national origin, sex, religion, age, disability, sexual orientation, gender identity or veteran status.