



Development Director

PCDA is a non-profit 501(c)3 agency that provides a wide range of therapy services to children with autism and other developmental disabilities. Originally founded in 1996, PCDA now serves over 1,000 children annually, ages birth to 21, over a wide geographic area of Los Angeles County. PCDA is a leader in providing developmental-relationship based intervention using a team of multi-disciplinary professionals. The Development Director works closely with the Executive Director and the Board of Directors to achieve fundraising goals.

Position status: Full-time, salary, exempt

Reports to: Executive Director

Duties performed: Under the direction of the Executive Director, the Development Director has responsibilities that include, but are not limited to the following:

- Supervise the development department staff
 - Recruit, hire, train, review and terminations of staff as appropriate
 - Select and oversee consultants, as needed
- General Fundraising
 - Solicit individual donors through a variety of outreach efforts; initiate and sustain donor relationships
 - Maintain database of donors
 - Create budgets and maintain financial records of all fundraising activities
 - Develop new and creative fundraising efforts
 - Create opportunities for staff and client families to participate in fundraising efforts
 - Research potential corporate relationships, establish and maintain relationships
 - Oversee gift acknowledgements and receipts for all donations
 - Partner with Accounting staff to reconcile all revenue monthly and provide information for annual audit
 - Design and develop recognition for all donors: individual, business, and foundations
- Grants
 - Identify potential foundations for grant support
 - Oversee production of grant applications
 - Cultivate relationships with grantors
 - Provide necessary follow-up (reporting, etc)

- Work with clinical department heads to identify and fund specific program needs
- Communications and Marketing
 - Support branding of PCDA, including content updates of website, brochures, and other related collaterals
 - With department staff, create and distribute monthly newsletter
 - Partner with clinical department heads to market specific programs and special events for clients
 - Write and distribute press releases
 - Produce annual report
 - Collect and utilize “family stories,” parent speakers, and photos, with appropriate consents, in fundraising activities
- Events
 - Organize and direct fundraising and development events and activities including the annual gala and other fundraising or stewardship events
 - Oversee organization of miscellaneous events (ie, lectures by ED)
- Board of Directors
 - Staff board meetings, including taking and distributing minutes; provide Development report at each meeting; oversee meeting reminders and other routine communications
 - Engage board members in fundraising campaigns and events
 - Cultivate relationships with board members in concert with Executive Director
 - Help prepare annual board retreat
 - Staff Development Committee, Governance Committee and other board projects as directed

Requirements:

- ✓ Bachelor of Art or Bachelor of Science
- ✓ 5+ year experience with development duties including event planning and execution, donor development, and budgets
- ✓ Excellent verbal, written, and communication skills
- ✓ Friendly, cheerful demeanor
- ✓ Resourcefulness and problem-solving skills
- ✓ Ability to work on a team
- ✓ Professional maturity, reliability, and thoroughness
- ✓ Ability to organize, prioritize, and complete multiple tasks
- ✓ Creativity and initiative in executing projects
- ✓ Flexible time commitment
- ✓ Experience with DonorPerfect or similar donor database preferred but not required

Hours: 40 hours/week. Position requires flexibility to attend breakfast, lunch, evening and/or weekend meetings and events, as needed.

Salary: Based on experience and qualifications

References and Personal Background Check Required

To apply: Please email cover letter and resume to Shelley@pcdateam.org