



Agency Development Manager

Job Posting

Catholic Charities of Los Angeles, Inc. is one of the largest human services providers in California that operates a variety of programs to serve the poor and strives to find permanent solutions to crisis situations by offering clients the tools and resources needed to achieve greater self-reliance and stability in their lives.

Catholic Charities operates 18 community centers and 10 homeless shelters and also serves the poor with multi-faceted programs, including: after-school child care; immigration, refugee, youth employment and psychological services; homework assistance and tutoring; English as a Second Language (ESL) and General Education diploma (GED) classes for adults; and services for homebound seniors and pregnant and parenting youth. In this way, Catholic Charities maintains a continuum of care for clients as they move from vulnerability to self-sufficiency.

The Catholic Charities' corporate office is seeking an experienced, dedicated, professional Agency Development Manager to research, develop and review grant proposals and contract applications. The Agency Development Manager will report to the Chief Development and Communications Officer.

Responsibilities:

- Researches potential major donors, foundations, corporations and government agencies for multi-Region/program needs.
- Reviews literature dealing with funds available through contracts from governmental agencies, and grants from private foundations and corporations.
- Obtains requests for proposals (RFPs) issued by governmental agencies.
- Attends bidders' conferences to obtain information and instructions for agency applications to government for funding.
- Disseminates applications to Regions/programs and coordinates application requests to avoid agency duplication.
- Discusses program requirements and budgets with Region/program personnel.
- Prepares applications and proposals for foundations and corporations
- Compiles annual EFSP (Emergency Food and Shelter Program) allocation requests.
- Meets target deadlines in order to execute successful events or fundraising activities.
- Maintains a list of letters of inquiry, applications and proposals to foundations and corporations.
- Reviews all letters of inquiry and proposals written to corporations and foundations.

Qualifications:

- Bachelor's degree in related field
- Three to five years' of related experience in development and fundraising,
- Experience in a non-profit management role
- Ability to work well independently and as a team
- Demonstrated ability in handling multiple priorities, projects and meeting deadlines.
- Proficient in computer-based information systems

- Ability to understand the basic fundraising principals and best practices
- Excellent writing, editing and proofreading skills
- Detail-oriented and well organized
- Ability to maintain confidential information
- Proficiency with Microsoft Office, Raiser's Edge NXT software system and database

Location: Our office is located at 1531 James M. Wood Blvd., Los Angeles, CA 90015.

Employment Type: Full Time

Salary: \$27.68-\$32.21

Benefits: Generous benefits package, including health, dental, vision, 10 sick days, 12 vacation days/year, 13 paid holidays/year, retirement plan and FSA account. All new hires are subject to a 6-month probationary period.

How to apply:

Simultaneously email cover letter, resume and at least 2 references to

(1) hrjobs@ccharities.org Catholic Charities of Los Angeles Human Resources Department

(2) sarnold@ccharities.org Chief Development and Communications Officer