



Bob Hope USO  
Position Description  
Director of Development  
Long Beach, CA

*Bob Hope USO provides USO services and programming to service members and military families across a 50,000-square mile swath of Southern and Central California. A dynamic and expanding organization, we are an independent 501(c)(3) non-profit organization operating under a charter from USO, Inc. We provide morale, welfare and recreation services to members of the U.S. military, their families and qualifying military retirees. We operate centers at LAX, Ontario International Airport, Palm Springs International Airport, John Wayne Airport, Military Entrance Processing Station Los Angeles and March ARB, as well as provide USO programming and outreach at military installations across throughout the region. Although congressionally chartered, we are not a government agency and rely entirely on contributions from patriotic Americans and philanthropic corporations and organizations. In 2019, our programs will directly serve 260,000 military members and their families.*

**Working Conditions:** Office environment with routine outdoor and/or offsite events, activities and meetings, including weekends and nights.

**The Director of Development** is responsible for leading organization-wide fund development strategy, marketing, planning and implementation. The position reports to the Bob Hope USO Vice President, Development and Marketing

### **Principal Duties and Responsibilities**

- In coordination with Vice President, Development and Communications, lead and support corporate, individual, foundation and grassroots development initiatives and fundraising strategies within Central and Southern California for all USO Centers and Programs.
- Serve as key fundraiser responsible for expanding and diversifying individual, corporation, foundation, clubs and organization funder base.
- Execute special events and cause related marketing partnerships.
- Ensure financial, contractual and branding standards are met.
- Cultivate and engage key volunteer leadership and USO staff in support of reaching established fundraising goals.
- Serve as a resource for providing and/or accessing expertise in support of fundraising programs to program staff and volunteers.
- Assist in the preparation of Development annual budget and the timely reporting of budgeted versus actual revenue and expense figures.
- Oversee online giving, research and donor relations functions
- Create, revise and enforce systems and procedures related to all fundraising and development operations
- In partnership with the President and VP of Development, manage local Advisory councils and develop strategies to leverage each member's individual skills, and ensure personal solicitation of each member to attract major gift contributions and 100% participation.

- Manage development team including Program and Development Assistant, Development and Communications Manager and new hires.
- Other duties as identified.

**Job Specifications** - minimum Knowledge, Skills, Abilities and Behaviors necessary to perform the job competently

- Minimum 10 years of experience in a related role. Demonstrated ability to work across a broad geography and with multiple stakeholders. Relevant experience with individual and institutional giving. College degree highly preferred.
- Demonstrated experience and success with annual and capital campaign development and implementation, major sponsor events organization and management, and corporate development relationship cultivation.
- Track record of entrepreneurial and innovative work in the development field that complements the organization's significant growth curve and even more significant potential.
- Strong interpersonal skills. Proven experience successfully working in a collaborative environment. Ability to relate and effectively interact with USO volunteers, colleagues, management, board, donors and community stakeholders at all levels.
- Demonstrated proficiency in written and oral communications as well as excellent knowledge of various software programs including but not limited to Microsoft Office applications and Raiser's Edge.
- Ability to independently prioritize tasks and work with minimal supervision.
- Demonstrated initiative, attention to detail, organizational and time management skills, and quality output.
- Ability to lift and carry up to 30 pounds.

**Level of Authority:** Work is minimally supervised, position has significant discretion over matters relating to fund development and marketing. Purchasing authority as specified by the President.

This position is FLSA exempt and may routinely require attendance and/or management at evening and weekend events. Travel via personal vehicle in and around Southern California will be required on a potentially frequent basis.

**Submissions will not be considered without both a resume and cover letter.** Applicants should submit their resume and cover letter, in PDF format, to [HR@BobHopeUSO.org](mailto:HR@BobHopeUSO.org) and indicate "Director of Development" in the email subject line.

*The Bob Hope USO offers a competitive salary based on experience, responsibilities and qualifications, as well as a healthcare plan, life insurance and 20 days of annual paid time off.*