



FLSA: Exempt

DEPARTMENT: Administration

ACCOUNTABILITY: Chief Executive Officer

SALARY: \$135,000-\$150,000/Year

STATEMENT OF PURPOSE:

The Senior Director of Development will work with the CEO to create and implement a vision, strategy and plan for fund development. This position will report directly to the CEO, manage a Development Coordinator, and work closely with the Director of Communications and Community Engagement, who oversees all public relations and marketing functions. The successful candidate will network through political, corporate, foundation, business, and nonprofit circles to promote The Whole Child and its programs and help to build a constituency of support.

The Senior Director of Development will be one of the chief spokespersons representing the organization to constituencies, both internal and external. She/he will function well in a balanced culture that combines the richness and relevance of programs with the efficacy of best business practices, fiscal accountability, and institutional impact.

The Chief Executive Officer is seeking an innovative and accomplished visionary fund development leader to inspire the board and volunteers for greater success. She/he will know the Los Angeles philanthropic landscape and must possess intellectual horsepower and be naturally persuasive and fair, and value accountability and a team approach.

ESSENTIAL JOB FUNCTIONS:

- Participate with the CEO, Board of Directors and fundraising staff to lead development strategies associated with TWC and chart the organization's course in fund development.
- Lead the individual giving program and create a strong revenue base while also focusing on a comprehensive fund development plan that identifies prospects and donors, business and community partners, and foundations to enhance the short- and long-term diversified funding base.
- Manage the development and cultivation of a strong Board of Directors together with the CEO and staff.
- Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain, and motivate donors and fundraising volunteers.
- Build out a robust annual giving program.
- Develop and demonstrate strategies for prospecting, cultivating and stewarding a portfolio of individual, foundation and corporate donors (i.e. five, six and seven figure donations) as well as planned gifts to ensure the highest engagement and participation while increasing annual gift levels of giving
- Responsible for fundraising efforts for the Campaign and other programs as assigned.
- Work collaboratively on the annual gala by taking a lead role on gaining new support.
- Lead team meetings and provide regular updates to the CEO and board of directors.
- Assist the Board of Directors to determine accountabilities for Board members and fundraising volunteers and help evaluate performance regularly.
- Develop agendas for fund development meetings and develop an annual calendar to cover all crucial development issues in a timely fashion.
- Ensure that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision, and plans.
- Participate in the maintenance of donor and prospect records, gift management systems, and informational reports.

KNOWLEDGE, SKILLS AND ABILITIES

- Passion, imagination, vision, leadership, and integrity
- A minimum of five years of major-gift fundraising experience including direct stewardship of Boards of Directors.
- Demonstrated knowledge of local funding sources, strong relationships with donors, funders and community leaders.
- Significant experience in and a successful track record of growing an annual fund and securing new and increased major gifts.
- A strategic approach to development, with significant experience in cultivating and managing donors.
- A record of quantifiable success in donor segmentation, research, and cultivation.
- Exceptional management, organizational, and financial skills.
- Demonstrated ability to plan, set goals and objectives, organize, and implement to completion.
- A strong interpersonal and communication skill set and demonstrated ability to work effectively with and gain the respect and support of varied and changing constituencies including staff, Board members, existing and potential donors, volunteers, and other key stakeholders.
- A track record as an effective communicator, skilled at writing and public speaking; adept at writing proposals, solicitation letters, donor correspondence, and other types of materials to enhance fundraising.
- Ability to juggle many responsibilities at once, and to operate both independently and with the flexibility to be part of a team.
- Computer literate: working knowledge of Word, PowerPoint, and Excel, and experience with fundraising database software.
- Bachelor's degree required.

THE IDEAL CANDIDATE WILL DEMONSTRATE THE FOLLOWING CAPABILITIES:

- Commitment to the mission and work of the TWC with the credibility and persuasiveness to secure support from others

- An organized individual with strong creative and conceptual skills
- A doer who functions effectively without being autocratic or political; must be a team player who is inclusive, flexible, energetic and fair minded
- A decisive and resourceful individual who will accept responsibility and take charge of results, as well as work successfully with limited resources
- A self-starter who is confident enough to express opinions, to forge ahead when appropriate and hold back when necessary, with a sensitivity to the feelings and opinions of others
- An energetic person who is emotionally mature and dependable; a collegial individual

REQUIRED EDUCATION, EXPERIENCE AND TRAINING

Any combination of relevant training, education and work experience may be assessed to determine the ability to perform the duties and responsibilities of the classification, however; A four-year college degree is required, master level preferred with a minimum of three (5) years' experience. Public speaking experience is also a requirement. A valid driver's license and automobile liability insurance (as required by the State of California) is required. EOE

CONDITIONS OF EMPLOYMENT:

Employee may be asked to participate in cross-training programs or pursue additional education or training when it is determined to be in the best interest of the company by the Chief Operating Officer and Chief Executive Officer.

This class specification is only intended to identify the classification and to illustrate the duties, responsibilities, and requirements for it. It is not intended, nor should it be interpreted to describe each and every duty employees assigned may be required to perform.

WORKING CONDITIONS:

Work is performed in a normal office setting. Noise level is moderate with occasional loud outbursts. Frequently travels and works out in the community through use of motor vehicle.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Must be able to remain in a stationary position 50% of the time
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office machinery, (i.e., calculator, copy machine and computer printer).
- Constantly converses with staff and clients
- Occasionally needs to transport boxes and/or equipment of up to 50 lbs.
- Frequently operates motor vehicle for business purposes

The Whole Child is an equal employment opportunity employer and no candidate for employment will be rejected on account of race, color, religion, national origin, age, marital status, or sex. Candidates with physical impairments will be considered so long as it can be reasonably demonstrated that the duties and responsibilities can be effectively performed without hazard to the individual, fellow employees, or clientele.

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