



Job Description: **Director of Development**
Location: **Long Beach or Santa Ana, CA**
Supervises: **Grant Writer, Development Assoc**
Salary Range: **\$90K-\$118K DOE**
Category: **Salaried, FLSA Exempt**
Start Date: **Immediate**

Organizational Background

Founded in 1958, Jewish Family and Children's Service of Long Beach and Orange County (JFCS) empowers people to make positive changes through professional mental health care and provides families in crisis with a safety-net of supportive services. JFCS serves a multi-ethnic mix of clients of all ages across all religious, cultural and economic backgrounds.

Overview of Responsibilities

This exciting position establishes proven strategies and leads a small development team that oversees all agency private-sector fundraising including individual giving including major gifts and planned gifts, foundation and corporate relations, direct mail, special events, and internet-based fundraising. Reporting to the CEO, the Director of Development (DoD) expands a successful fundraising program as part of a collaborative leadership team who view fund development as an organization-wide responsibility. The position also leads the agency's marketing and communications efforts and manages our annual event—Move for Mental Health (M4MH). The DoD also co-leads the Community Fundraising & Engagement Committee (CFE) and serves as development support to the CEO and Board Members.

Strategic Leadership:

- Partner with the CEO to create a fundraising strategy that continues to increase philanthropic income. Create annual fundraising and marketing plan and oversee implementation that achieves or surpasses objectives.
- Collaborate with program staff to identify fundraising needs and opportunities.
- Partner with the Community Fundraising & Engagement (CFE) Committee to leverage board and volunteer engagement within the annual fundraising plan.
- Participate as a member of the Executive Team in implementing strategic priorities across the organization. Serve as a representative of the organization and foster relationships that advance organizational priorities.

Team Leadership and Management:

- Manage and supervise Development Team members including a Grant Writer and a Development Associate. Build a strong and cohesive team.
- Ensure achievement of fundraising goals; coordinate workflow, resources and priorities; and facilitate communication across the team.
- Hire, coach, mentor and develop staff members through ongoing feedback as well as formal performance management systems.

Fundraising Management:

- Lead the overall process of donor identification, cultivation, solicitation and recognition. Coordinate and prioritize approaches to individual and institutional funders and prospects.
- Lead Foundation and corporate relations. Manage a portfolio of relationships with foundations and corporations. Oversee proposals and reports.

- Direct major giving and planned giving fundraising efforts.
- Facilitate the involvement of the CEO, Board members, the CFE committee, volunteers and program staff in cultivation, solicitation and recognition of donors and prospects.
- Develop and oversee all print and electronic fundraising campaigns including the annual Friends Campaign.
- Maximize donor gifts through donor segmentation and custom messaging.

Events:

- Oversee all fundraising events including M4MH. Partners with Event Chair or Co-Chairs to maximize event sponsorship, peer-to-peer fundraising, and overall participation to exceed goals.
- Inspire and support board, staff, volunteers, and event committee(s).

Other responsibilities:

- Lead all agency marketing and communications.
- Participate in community outreach and networking meetings and activities.
- Perform other planning and administrative duties as requested by the CEO.

Position Requirements

- A Bachelor's Degree in business, communications, nonprofit management, public policy, social services or a related field, OR a CFRE accreditation.
- At least 7-years or comparable experience in nonprofit fundraising, preferably at least 2 years as a Development Director of a small or medium sized nonprofit, or as an Assistant Development Director or Major Gift Officer of a larger organization.
- A passion for supporting community mental health, youth, senior, refugee or safety-net programs.
- A strong track record of strategy development and fundraising execution. Understanding of fundraising theory, and best practices in fundraising strategy and ethics.
- Demonstrated skill and comfort in proactively building relationships with individual and institutional donors.
- Experience in identifying, qualifying and stewarding major donor prospects and making asks in face-to-face meetings.
- Knowledge of the local foundation landscape including experience building relationships with local foundations and writing grant proposals preferably for a social service or health organizations.
- Outstanding computer and internet skills, including Microsoft Office and competency with fundraising/CRM databases such as Bloomerang.
- Strong project or event management skills and the ability to manage competing priorities and small details.
- A highly motivated self-starter, with proven ability to develop creative solutions on her/his feet.
- A professional demeanor with 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 within diverse communities.
- Ability to work some weeknights and weekends as job demands.

To apply please send a cover letter highlighting your interest, qualifications and salary expectations along with a resume to jobs@jfcslboc.org

JFCS is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy or lactation status, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity or expression, and veteran status. JFCS seeks to recruit, develop, and retain the most talented people and believes that diversity and inclusion among our teammates is critical to our success in serving our local communities.