

Karsh Family Social Service Center Development Director Job Description

The Karsh Family Social Service Center (the “Karsh Center”) at Wilshire Boulevard Temple is in the heart of Los Angeles’s Koreatown neighborhood. The Karsh Center, established in 2016, is a social service center offering integrated food security, physical and mental health, family support, and other services for individuals and families living in the vicinity of the Karsh Center. Centralizing these services directly with the assistance of volunteers and through a collaboration of providers at the Karsh Center enables us to offer a variety of vital services to our community. The Karsh Center is a 501(c)(3) non-religious organization.

We seek a motivated, personable, organized, and driven individual to fill the full-time role of Development Director at the Karsh Center. This individual will oversee the Development department and be responsible, with the support of the Executive Director, for fundraising for the Karsh Center annual budget (\$3.6M) through various development strategies and executing the development component of the Karsh Center’s strategic plan.

The salary range for this position is **\$90,000 - \$100,000**

MAJOR RESPONSIBILITIES

Individual Giving (30% of Time)

- Identify, cultivate and solicit major gift prospects, bringing in the Executive Director, Director of Volunteer Engagement, members of the Board of Trustees, and relevant volunteer leaders when appropriate.
- Design and manage three annual appeals
- Coordinate ongoing stewardship for individual donors at all levels

Institutional Giving (15% of Time)

- Conduct site visits for potential and current institutional funders
- Oversee grant process and application strategy
- Conduct corporate sponsorship prospecting, outreach, and stewardship
- Work with the Director of Volunteer Engagement on corporate volunteering outreach and stewardship

Event Management (15% of Time)

- Recruit and manage fundraising event committee(s)
- Coordinate and execute the organization’s three major fundraising and stewardship events.

Communications (10% of Time)

- Oversee development communications, including a bimonthly newsletter, annual report, and content for brochures, website pages, videos, and other materials.

- Coordinate with the Executive Director, Associate Executive Director, and Director of Volunteer Engagement regarding impactful program results and strategies to share information with donors and funders.

Administration and Management (30% of Time)

- Create and execute the annual development strategy with the support of the Development Committee.
- Supervise a full-time Development Associate, a part-time Grant Manager, and Development Interns as appropriate.
- Manage the Development Committee, with the support of the Development Committee Chair.
- Directly support the Board of Trustees with fundraising activities
- Co-lead the Karsh Center Associate Board (young professionals) with the Director of Volunteer Engagement
- Actively participate in the Karsh Center annual budget process.
- Monitor fundraising progress and prepare financial and narrative reports for board and committee meetings.
- Oversee the tracking and documentation of all gifts in Raiser's Edge
- Coordinate with the accounting team regarding appropriate gift allocations and financial reporting
- Coordinate with the Wilshire Boulevard Temple Advancement Committee regarding fundraising initiatives targeting Temple members
- Execute other duties as assigned.

SKILLS AND EXPERIENCE

- Bachelor's Degree required, Master's Degree in relevant field preferred
- Minimum 5 -7 years of experience in major gifts fundraising and annual campaigns.
- Knowledge of communications and fundraising best practices.
- Excellent computer skills, including knowledge of Raiser's Edge, Excel, and electronic communications (email, listserv, e-newsletters, MailChimp etc.).
- Excellent emotional intelligence, interpersonal skills, and written and verbal communication skills.
- Management and supervisory experience.
- Experience working with volunteer leadership, especially Boards of Trustees.
- Excellent attention to detail, highly organized, flexible, reliable, responsible, and a team player with initiative.
- Experience working in a fast-paced, deadline-driven environment.
- Ability to handle multiple concurrent assignments and meet deadlines.

Preferred Skills/Abilities:

- Event coordinating experience.
- Exposure to the Jewish non-profit community would be beneficial.
- Knowledge of the workings of other social service providers and centers, especially in the Mid-Wilshire-Koreatown neighborhood of Los Angeles, would be valuable.
- Familiarity with the grant process: research, drafting, submission, and follow-up reporting.
- Experience with WordPress, Double the Donation, GiveSmart, and Hatch AI

TO APPLY

Please submit your resume AND a cover letter to info@karshcenter.org. Both documents are required for consideration.

Questions regarding the position can also be directed to this email address. We recommend including "Development Director Application" in your email subject line."