

Lutheran Social Services

Job Description



Job Title: Vice President of Philanthropy: Salary Range: (\$120,000-\$150,000)

Work Location: Orange, California

Reports to: CEO

How to Apply: Interested applicants should submit a cover letter and resume to HR@lsssc.org.

Lutheran Social Services of Southern California began in December 1944 when a group of Lutheran congregations in San Diego came together to discuss how to better assist families in need. They began discussing how to form a Welfare Commission. Their vision expanded when they came together with another group of Lutheran congregations in Los Angeles having the very same conversation. Lutheran Social Services of Southern California was officially incorporated in 1946 as a 501(c)(3) non-profit social service agency. The mission has stayed true to its earliest beginnings, to be a servant to those in need. Today LSSSC serves thousands of individuals and families throughout Southern California with over 45 programs/services at 18 locations. We are part of the Lutheran Services in America (LSA) network and strive to serve those in need with dignity and respect.

Lutheran Social Services of Southern California's Mission: Ignited by faith, we live out God's love by embracing, equipping and empowering vulnerable individuals, families and communities toward self-sufficiency.

Job Summary: The Vice President of Philanthropy is responsible for developing and executing a comprehensive philanthropic revenue strategy that generates sustainable funding to advance the mission and strategic priorities of Lutheran Social Services of Southern California (LSSSC). This position is responsible for cultivating and stewarding relationships with individual donors, foundations, corporations, faith-based organizations, and community partners to secure philanthropic investments that support organizational growth and sustainability.

The Vice President of Philanthropy serves as a strategic partner to the Chief Executive Officer and works collaboratively with the Executive Leadership Team to strengthen and diversify revenue streams. The position will be evaluated on measurable fundraising outcomes, donor portfolio growth, and long-term revenue sustainability.

Essential Duties and Responsibilities include the following.

- Develop and implement a comprehensive fundraising strategy aligned with LSSSC's mission, strategic priorities, and annual revenue goals.
- Identify, cultivate, solicit, and steward individual donors, foundations, corporations, faith-based organizations, and community partners.
- Develop and maintain a robust portfolio of major donors and prospective supporters.
- Research, pursue, and secure foundation and grant funding opportunities.
- Build and strengthen strategic partnerships that generate philanthropic investment and increase community engagement.
- Collaborate with program and executive leadership to identify funding priorities and develop compelling funding proposals.
- Establish and maintain donor stewardship practices that strengthen donor retention and long-term engagement.
- Utilize fundraising data, donor analytics, and performance metrics to guide strategy and decision-making.
- Provide regular fundraising, pipeline, and performance reports directly to the CEO.

- Support Board engagement opportunities and fundraising initiatives as directed by the CEO.

ANNUAL PERFORMANCE EXPECTATIONS

The Vice President of Philanthropy will be evaluated annually based on achievement of fundraising goals and measurable outcomes established by the CEO.

Performance measures may include:

- Achievement of annual philanthropic revenue goals
- Total philanthropic revenue generated of approximately \$1.5 million to \$3 million annually
- Growth in unrestricted funding
- Foundation and grant funding secured
- Major donor acquisition, cultivation, and retention
- Expansion of corporate, community, and faith-based partnerships
- Growth and sustainability of the donor pipeline
- Donor stewardship and engagement activities
- Advancement of strategic fundraising initiatives that support organizational priorities

LEADERSHIP EXPECTATIONS

The Vice President of Philanthropy is expected to operate as a strategic executive leader and trusted advisor to the CEO. Success in this role requires the ability to secure transformational gifts, build sustainable donor relationships, develop effective fundraising systems, and position LSSSC for long-term philanthropic growth and sustainability.

Qualifications and Experience

Education/Experience: Bachelor's degree required in nonprofit management, business administration, public administration, communications, philanthropy, social sciences, or a related field. Master's degree preferred.

- Minimum of seven (7) years of progressively responsible fundraising, philanthropy, advancement, or nonprofit revenue development experience.
- Minimum of three (3) years of senior-level leadership experience managing fundraising strategy, donor portfolios, revenue goals, and strategic partnerships.
- Demonstrated success securing major gifts and cultivating high-value donor relationships.
- Experience securing foundation and grant funding.
- Experience cultivating major donors, corporate partners, foundations, faith-based organizations, and community investors.
- Experience working directly with a Chief Executive Officer, executive leadership team, and Board leadership.
- Experience developing fundraising plans, donor pipelines, stewardship strategies, and performance metrics.
- Experience utilizing donor database systems, CRM platforms, fundraising analytics, and grant tracking systems.
- Experience within social services, housing, homelessness services, behavioral health, healthcare, human services, or faith-based nonprofit organizations preferred.

Certificates and Licenses: CFRE certification preferred.

Supervisory Responsibilities: This position currently functions as an individual contributor and does not have direct supervisory responsibilities.

The Vice President of Philanthropy is eligible for an annual performance incentive of up to fifteen percent (15%) of base salary based upon achievement of CEO-established fundraising goals and key performance indicators.

Performance incentive considerations may include:

- Annual philanthropic revenue generated
- Growth in unrestricted funding
- Foundation and grant funding secured
- Donor acquisition and retention
- Development of strategic funding partnerships
- Achievement of annual fundraising objectives

Language Ability: Must read, speak and write fluent English.

Communication: Must be able to communicate clearly and effectively with clients and staff.

Math Ability: Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms and talk or hear.

Employee Statement

I certify that I have read and understand the contents of my job description. I understand that my job responsibilities may be changed at any time. Furthermore, I understand that this is not a contract and does not alter the at-will nature of my employment.

Print Employee Name:

Employee signature:

Date:

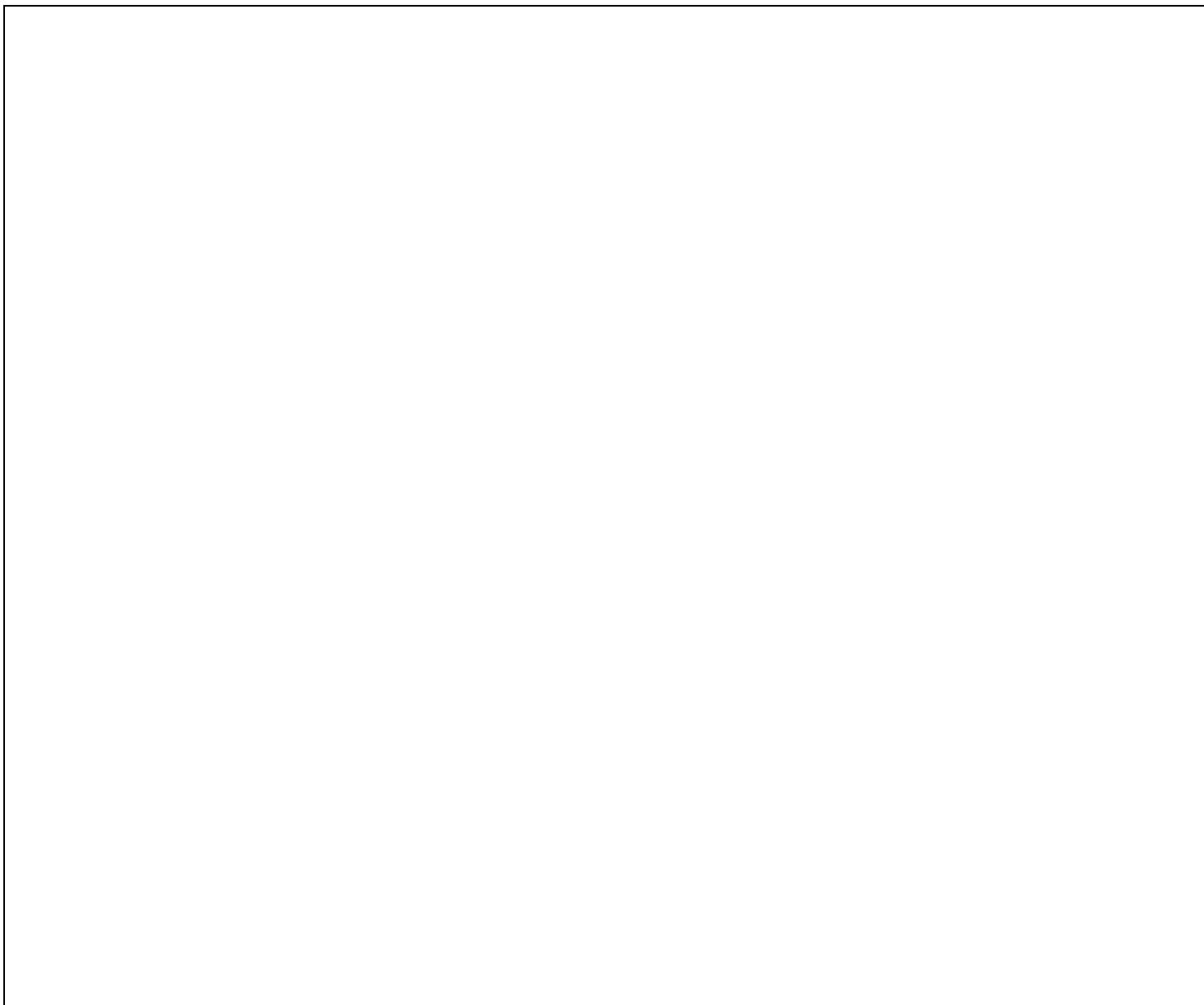


Figure: A large empty rectangular box, likely a placeholder for a diagram or figure.