



OPEN POSITION

Development Director

APPLY BY

August 21, 2015



Los Angeles Conservation Corps Seeks Development Director

The Los Angeles Conservation Corps is seeking a versatile, experienced Development Director who is eager to positively impact the lives of young people. The ideal candidate is a personable, business-minded individual who is comfortable in a no-frills environment, willing to pitch in where needed, and thrives on variety and teamwork.

The Development Director is a key contributor to the organization's success and sustainability whose primary responsibilities are to increase private revenue from individuals, corporations and foundation, and manage special events.

The position reports to the Chief Executive Officer and, as a member of the Executive Management Team, works in partnership with senior leadership on all fundraising and development activities. The Development Director supervises the Grant Writer and a Development Associate.

MISSION

The primary mission of the Los Angeles Conservation Corps is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

ABOUT THE CORPS

The Los Angeles Conservation Corps ("the Corps") is a private, nonprofit organization that has helped at-risk young adults develop themselves since 1986. To date, more than 20,000 young people have participated in Corps classes and service projects, learning new skills while contributing to the quality of life for residents of the greater Los Angeles area. For more information, visit laccorps.org.

REPORTS TO:

Chief Executive Officer

LOCATION:

Los Angeles, CA

HOURS:

Full-time salaried position

COMPENSATION:

Based on education and experience; Medical, dental, vision benefits provided. The Corps is an AA/EEO employer.

TO APPLY:

Please submit a cover letter, resume and three professional references (combined into one attachment) by end of day August 21 to:

Kimberly Forren

Advisor

Aly Sterling Philanthropy

kimberly@alysterling.com

LACC is an Equal Opportunity/Affirmative Action Employer. Please help us comply by completing a short survey at <https://www.surveymonkey.com/r/laccdd>. Thank you!

Only applications submitted via email will be accepted.



Development Director

LOS ANGELES CONSERVATION CORPS

APPLY BY
August 21, 2015
kimberly@alysterling.com

Essential Responsibilities

- Develop and execute an annual development plan.
- Establish revenue goals, acquire new sources of funding and conduct face-to-face meetings.
- Develop comprehensive strategies to increase private donations of unrestricted dollars and gifts to support programming.
- Identify, qualify, cultivate, solicit and steward individual, foundation and corporate potential donors capable of giving \$10,000 and more over time.
- Work with the Chief Executive Officer, Board of Directors and Executive Management Team to assess institutional needs and priorities in the areas of fundraising.
- Staff the Development Committee of the Board; Lead the Board in cultivation and solicitation activities.
- Collaborate with the Chief Executive Officer, Deputy Director of Operations, Deputy Director of Strategy & Sustainability, Corps Directors and program staff to develop projects.
- Organize donor campaigns and collaborate with the Marketing & Special Projects Director on service projects with corporate partners and other stakeholders.
- Lead the planning and implementation of the Annual Luncheon Celebration, ensuring that goals—fundraising, attendance and program—are met and kept within budget.
- Research grants and oversee the preparation and writing of the proposals.
- Identify management and program team members who will participate in the development of content for proposals.
- Write grant proposals, applications and letters to corporate, foundation and government funders, as needed.
- Adhere to compliance with all legal requirements pertaining to gift acceptance and reporting as well as best practices in fundraising.
- Develop protocol for data management in Raiser's Edge donor database that ensures data integrity over time.
- Supervise staff responsible for Raiser's Edge donor database to effectively monitor prospect relations, track all donations, ensure accurate gift valuation and accounting, and acknowledge all contributions on a timely basis.
- Research in-kind funding resources and partnerships.
- Represent the Corps' philosophy and values to a wide range of audiences including corps members, programmatic staff, management and the public.

Perform other duties as assigned. Please note that this job description is not designed to cover or contact a comprehensive listing of activities, duties and/or responsibilities that may be required of the employee for this job. Duties responsibilities and activities may change at any time and without notice.

POSITION REQUIREMENTS:

- Bachelor's degree (from an accredited institution) in a related field.
- Minimum of 10 years of management or fundraising/fund development experience, and a minimum of 5 years of supervisory experience.
- Previous experience working in a nonprofit organization preferred.
- California Class C Driver's License and ability to drive locally required.
- Occasional overnight and out-of-state travel, as needed.
- Intermediate-level computer skills including proficiency with internet research, Microsoft Office products, ADP and Blackbaud. Familiarity with WordPress and Microsoft Project a plus.
- Ability to effectively perform the physical requirements of the job, as well as train others.
- High-level of interpersonal skills and integrity and the ability to keep information confidential.
- Passion for the Corps and ability to articulate its mission to others.



LA CONSERVATION CORPS

Transforming Youth. Enhancing Communities.

Los Angeles Conservation Corps
605 W. Olympic Blvd., Suite 450
Los Angeles, CA 90015

lacorps.org