



Job Description **Director of Development**
Location: **Long Beach CA (up to 40% remote)**
Supervises: **Grant Writer, Admin Asst, and Volunteers**
Salary Range: **\$78K-\$102K DOE**
Category: **Salaried, FLSA Exempt**
Start Date: **October 2022**

Organizational Background

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

Overview of Responsibilities

This exciting position leads a small development team, establishes proven strategies, and 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, manages our annual event--Race With A View (RWAV), 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 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 Assistant. 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.
- Provide support to the CEO in applying for large government grants.

- Direct major giving and planned giving fundraising efforts.
- Facilitate the involvement of the CEO, Board members, the Planned Giving Task Force, volunteers and program staff in cultivation, solicitation and recognition.
- 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. Maximize event sponsorship and 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, public administration or a related field, and a passion for mental health or social service.
- At least 5-years or comparable experience in nonprofit development, 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 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 organization.
- Outstanding computer and internet skills, including Microsoft Office and competency with fundraising/CRM databases.
- 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@ifcslongbeach.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, lactation, 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.