

Mental Health America of Los Angeles

Director of Corporate & Foundation Relations

Hybrid Work Model

Annual Compensation: \$75,000 - \$110,000

(The actual compensation will be determined based on experience and other factors permitted by law.)

Summary: Reporting to the Chief Development Officer, the Director of Corporate & Foundation Relations is responsible for planning, implementing, and executing development activities related to corporations and foundations. The primary duties include writing grant requests, developing reports to foundations and corporations, and cultivating strong relationships with institutional donors. A highly collaborative position, the Director of Corporate & Foundation Relations consults with appropriate staff to develop proposal narratives, budgets and graphics components; facilitates program amendments, project extensions and other transactions within grant development; and works with project directors to ensure funding continuation of funded grants.

Essential Duties and Responsibilities: *This is not an exhaustive task list, and other duties may be assigned as appropriate. Reasonable accommodation will be provided to any qualified person with a medical or psychiatric disability, providing it will not change the essential nature of the position, nor cause undue hardship to the Agency's operations. MHALA is an equal opportunity employer and service provider. The Agency will consider candidates with criminal history.*

- In collaboration with the Chief Development Officer, sets priorities and goals for annual targeted and program proposals for private funding opportunities.
- Manages a portfolio and conducts stewardship activities for institutional funders.
- Oversees, either directly or indirectly, all funding proposals, including concept development, letters of intent/inquiry, project planning, and writing to a final copy.
- Researches, identifies, and pursues new funding streams from foundations and corporate partners.
- Conducts tours/site visits and offsite visits that cultivate new, and deepen existing, relationships with corporate, and foundation partners.
- In collaboration with the Chief Development Officer, sets priorities and goals for corporate and private foundation Letters of Intent (LOIs) and proposals.
- Prepares MHALA's annual Case Statement, which serves as the basis for all grant proposals and communication materials and includes MHALA's history, program description, annual goals, and objectives.
- Manages and coordinates with the Grants Steering Committee to review program priorities and funding opportunities.
- Reviews proposals, summarizes objectives and analyzes how it aligns with MHALA's goals and mission.
- Collaborates with the Chief Service Officers to develop models and proposal content and, with senior staff members, develops a solicitation strategy for each proposal.
- Works with the Development Manager to ensure accurate and timely acknowledgments of private grant donations.
- Works with program staff to communicate all reporting requirements to appropriate MHALA staff and monitors progress to ensure goals are met before submitting final reports.
- Attends planning meetings with staff and/or interviews staff and members, as required, to gather concepts and data for grant proposals.
- Performs other duties as assigned.

Organizational/Relationships/Interaction: The position works as part of a multidisciplinary team. This position requires interaction within both the MHALA organization and external constituents. There will be direct interaction with all levels of line staff and management within the MHALA organization and programs.

Leadership

- Communication – Effectively and consistently communicates contract and compliance directives to staff. Encourages interactive discussions and maintains an open-door policy. Ensures that all staff within the program are properly educated and informed about matters relating to the Agency, program, and division.
- Relationships– Models professionalism by maintaining effective working relationships, following all policies and procedures, and approaching challenges with a proactive and positive attitude. Also develops strong, trusted relationships with colleagues and members.
- Problem Solving – Ability to analyze problems and implement acceptable solutions.
- Confidentiality - Maintains the confidentiality of all business documents and correspondence.
- Staff Development - Identifies opportunities to cultivate leadership among all staff, including developing and enhancing mentoring and communications systems to promote shared learning and best practices among managers.

Qualifications

- A Bachelor's degree from an accredited four-year university in Business Administration, Public Relations, Non-Profit Management, or other related field is required; additional work experience may be substituted for a degree.
- Minimum 4 years of successful experience developing and writing programmatic proposals to private funding sources.
- Proven record of successful grant writing at the foundation level, including seeking, applying, and successfully receiving grant awards.
- Working knowledge of philanthropy in Los Angeles.
- Ability to create and retain strong relationships with funders and understanding the importance of timely and accurate report submission.
- Ability to work independently towards goals, with excellent attention to detail and the ability to proofread effectively.
- Ability to work both individually and as a team member.
- Outstanding written and oral communication skills: the ability to interface with internal and external stakeholders.
- Excellent computer skills and demonstrated ability to work in Windows environment (including Word, Excel, and PowerPoint).
- Must possess a valid California Driver's license and maintain an insurable driving record under the Clinics' liability policy.
- Driving- A current class C driver's license, vehicle, proof of valid automobile insurance, and the ability to be insured by MHALA's liability insurance are conditions of employment.
- Must possess attention to detail and the ability to be thorough and accurate.
- TB clearance and re-testing every year are conditions of continued employment.
- COVID vaccination is required for this position. Accommodations will be considered upon proof of a legal exemption.

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