



---

***Executive Search***  
***Vice President of Development***



**Maryvale** has retained Sterling Search, Inc. to conduct a search for its new **Vice President of Development (VPD)**. This position will report to the President and Chief Executive Officer and is an integral member of the Senior Leadership Team.



Maryvale is Los Angeles' oldest children's charity and one of San Gabriel Valley's most trusted providers of services for underserved children and families. It has been committed to serving the needs of children and families since 1856. Maryvale provides early education and after-school programming, mental health and wrap-around services, community education, short-term, temporary housing for various populations in need, and will soon offer outpatient substance abuse treatment for children and teens. Regardless of adversity, beliefs, or background, Maryvale is dedicated to serving all in need, providing each child or family with hope and a chance to attain a more fulfilling life.

To best serve the community's needs and to leverage all the assets Maryvale has to offer, it has recently completed a long-term strategic planning effort that will guide the short- and long-term operations at its Rosemead campus, Duarte location, a parcel of land adjacent to the Rosemead campus, and in the greater community. Maryvale looks forward to partnering with other non-profit organizations to provide additional services of need.

## Mission

With loving and compassionate hearts, we seek to heal, educate, and empower those who need us most, lifting up one individual, one family, one community at a time.

## Vision

Faithful to Catholic Social Teachings and inspired by the compassionate service of the Daughters of Charity, we dedicate ourselves to a world where all God's children – regardless of adversity, beliefs, or background –are valued, accepted, and given the opportunity to live fulfilling lives.

## Values

Upholding the values of our Vincentian founders:

- Respect
- Compassion
- Advocacy
- Integrity
- Inventiveness
- Excellence
- Inclusivity
- Collaboration

## The Opportunity

The serenity of the campus and its atmosphere of peace, safety and beauty welcomes the children, families and students that enter Maryvale for a myriad of services. Maryvale is an innovative provider of a network of social services, whose vast campus provides an array of possibilities to serve those most in need in its community. Whether it is a single mother seeking housing and wrap-around services for herself and her children, or a student who can't afford somewhere to live, or a child in need of early education, it can all be found at Maryvale.

Maryvale has created and implemented various fundraising events and direct mail campaigns over the years, and has also engaged the support of a very active fundraising guild. However, with its new strategic plan/vision, the Board of Directors and executive leadership believe now is the time to fully invest in a robust, multi-faceted, and sustainable fundraising program to be led by a new Vice President of Development who, in collaboration with the Senior Leadership Team, will help chart its development course into the next decade.

Maryvale is currently raising between \$500 to \$600 thousand per year of its \$14 million operating budget. The new VPD will be supported by an Assistant Director of Development and charged with building a robust, diversified development program. The VPD will lead the implementation of fundraising best practices and create donor-focused systems that focus on donor engagement and stewardship, with the goal of building long-term financial sustainability, while simultaneously expanding upon its core base of supporters. As the program grows so too will the investment of resources and staff.

Maryvale has meaningful giving opportunities for future donors, with a range of programming helping those most in need within in its community. The VPD will be able to develop fundraising campaigns that support Maryvale's development of adjacent land to build more programming and leverage that campaign to attract new supporters. In partnership with other local mission-based communities, Maryvale will continue to provide a safe place for wellness, housing, and education for the populations most in need of its compassion and love.

### **Position Overview**

The VPD will be charged with the strategic direction and leadership of the vision, mission, and strategy for the development function. The VPD will be responsible for increasing Maryvale's fundraising capacity through a strengthened culture of philanthropy. The new VPD will have a demonstrated track record of aligning fundraising priorities with institutional vision and will possess core leadership skills with an emphasis on mentoring staff, managing a robust donor portfolio, establishing, and overseeing organizational systems, measuring outcomes, and financial forecasting.

The VPD will be a chief spokesperson representing the organization to multiple internal and external constituencies. The VPD will function well in a balanced culture which combines the richness and relevance of programs with the efficacy of best business/nonprofit practices, fiscal accountability, and institutional impact.

Specific duties and responsibilities for the position include the following:

- Participate with the President and CEO, staff, and Board of Directors to lead the organization's development strategies and continue to chart the organization's course in fund development.
- Lead, manage and direct the funding/revenue base while focusing on a comprehensive and strategic fund development plan to enhance the short- and long-term diversified funding base.
- Manage the development and cultivation of a strong Board of Directors, together with the CEO and staff.
- Continue to develop, support, and steward a dedicated guild of volunteers that commit their time to raising funds for Maryvale.
- Ensure that philanthropy and fund development are carried out in keeping with the organization's values, mission, vision, and plans.
- Develop a balanced funding mix of donor support and other solicitation programs tailored to the needs of the organization that will enable it to attract, retain and inspire donors and fundraising volunteers.
- Gradually build the development staff to ensure that the organization is effectively structured and staffed with -high-performing employees.
- Establish and oversee performance measures, monitor results, and help the CEO and Board of Directors evaluate the effectiveness of the organization's fund development program.
- Broaden and develop robust major and planned giving programs.
- Provide general oversight of all of the organization's fund development activities and monitor the outcome of such activities in coordination with the President and CEO, staff, and appropriate board committees.
- Develop agendas for fund development committee meetings; develop an annual calendar to include all crucial development efforts in a timely fashion.
- Partner with the finance department to ensure the sound fiscal operation of the development function including: a timely, accurate and comprehensive overview of charitable contributions, income and expense budgets, fiscal reporting, and financial monitoring of charitable gifts and pledges.
- Oversee and manage the development and writing of proposals, case statements and solicitation materials, and other fundraising collateral.
- Provide oversight of the design and maintenance of donor and prospect records, gift management systems, and informational reports.
- Create and oversee a strategic approach to donor prospect research.

- Develop and ensure the effective, systematized implementation of a comprehensive acknowledgment, stewardship, and recognition program.
- Ensure compliance with all regulations and laws; maintain accountability standards related to donors and ensure compliance with the code of ethical principles and standards of professional conduct for professional fundraising executives.
- Execute all other reasonable duties as assigned by the President and CEO.

### **Qualifications**

- Seven years of experience in a senior level fundraising leadership role with experience managing staff, strategic planning, budgeting, and fiscal management.
- A demonstrated ability to plan and operate strategically, to build public support, to strengthen infrastructure and to inspire staff, the Board of Directors, donors, and all external constituencies.
- Successful track record in fundraising and acquiring gifts at the five- and six-figure level.
- Strong interpersonal and communication skill set and demonstrated ability to work effectively with and gain the respect and support of varied and changing stakeholders, including clients, staff, Board members, potential donors, volunteers, community leaders and others.
- Demonstrated ability to build deep, productive relationships and strongly influence internal and external stakeholders at all levels.
- Demonstrated ability to enhance community engagement and strengthen the visibility, purpose, and case for support for Maryvale in existing and potential markets.
- Highly competent in strategic and multi-year planning.
- Strong organizational and time management skills with exceptional attention to detail.
- Excellent oral and written communication/presentation skills.

### **Essential Job Duties:**

- Demonstrate a passion and commitment for the Mission and Vincentian Core Values of Maryvale and the Daughters of Charity.
- Create an atmosphere of enthusiasm, energetic commitment, and passion for Maryvale's mission and serve as a role model in joyfully carrying out that Mission.
- Promote and support the attitudes, behaviors, knowledge, and skills necessary to work respectfully and effectively with each other and demonstrate the ability to address the needs of the children and families Maryvale serves.
- Follow the Trauma Informed Care philosophy when supporting and addressing the needs of the children and families Maryvale serves.
- Utilize Trauma Informed Care approach in recognizing the presence of trauma symptoms and acknowledge the role that trauma has played in the lives of the clients/residents.
- Assist in the healing process by developing appropriate RICH® (*Respect, Information, Connection and Hope*) relationships with those being served.
- Follow Universal Precautions when exposed to blood and body fluids.
- Follow Occupational Safety Health Administration (OSHA) regulations pertaining to safety and the use of equipment/machinery.
- Support Maryvale's Performance and Quality Improvement Plan and participate in discussions regarding department or program goals, data collection and/or analysis.
- Be knowledgeable, aware, and able to discuss Maryvale's resources, projects, programs, and services for children and families.
- Contribute to the strategic long-term vision of Maryvale through innovation, improvement, initiative, and implementation of department initiatives.

### **Compensation**

A base salary of \$145,000 to \$175,000 plus a comprehensive range of benefits.

Please send resumes to:  
Sterling Search, Inc.



<https://www.sterlingsearchinc.com/cs/maryvale-vp-of-development>

**Phone: 714-433-7040**

Direct all correspondence, e-mail, and telephone calls to Sterling Search, Inc.  
Any resumes sent or telephone calls made to Maryvale will be redirected to  
Sterling Search, Inc.

***Maryvale is an Equal Opportunity Employer***