

Director of Advancement

OPICA Adult Day Program & Counseling Center

This is a full-time, hybrid role for a Director of Advancement who will be responsible for:

- Developing, managing and executing fundraising strategies to fulfill an annual philanthropy goal of \$1.5M
- Developing, cultivating and stewarding donor relations, including major gifts and philanthropic partners.
- Creation and cultivation of a strong Legacy program, including annual cultivation events
- Budgeting and performance reporting to meet financial goals
- Strategic leadership for Development operations and philanthropic relationships

I. Duties & Responsibilities

- A. Donor Development: Solicit donors to provide funding for OPICA by way of the Scholarship campaign, End-of-Year campaign, “Forget Me Not” luncheon, monthly giving, tributes, wealth management giving. Identify and qualify donors who have the capacity to become major donors. Move a portfolio of new prospects through the giving cycle from identification through stewardship. (Numbers and goals to be determined)
- B. Develop well-articulated cases for support and written proposals to present to prospective donors. Maintain accurate records of donor interactions within systems. Ensure that contacts, next steps and tasks are consistently and accurately recorded. Identify, cultivate, solicit, and steward donors at all levels, including individuals, foundations and corporations. Manage the donor lifecycle to ensure retention and increased giving over time.
- C. Prepare monthly reports as assigned. Includes contact reports, budgetary performance to date/revenue analysis, campaign data, dashboards. Use data analytics to track fundraising progress and guide decision-making.
- D. Creation of a Fund Development Plan, complete with campaigns, policies, events and calendars.

- E. Fundraising & Relationship Building: Development, implementation and lead strategies for fundraising and development activities to sustain continued growth that meets or exceeds annual revenue goals.
- F. Supports the vision, mission, priorities and strategic goals of the organization.
- G. Grant Management: Oversee the identification, writing and submission of grants with the support of a part-time, contract grant writer ensuring alignment with organizational needs. Maintain a grant calendar and ensure timely reporting to funders.
- H. Social Media/Marketing: Identify community outreach opportunities and staff support. Determine types of social media for posting opportunities and help to develop social media content. Track results and report effectiveness of the campaign.
- I. Oversight of brand consistency.
- J. Supervise a team of one full time administrative/development associate and one full time community outreach/development associate
- K. Leadership: Collaborate with the Executive Director on strategic planning and organizational priorities.
- L. Other duties as assigned/required by the Board of Directors or Executive

II. Qualifications

- A. Bachelor's degree in nonprofit management, business, communications, or related field. Master's degree preferred.
- B. Minimum of 3 years of an advancement/fund development leadership role including donor development, major gifts, fundraising, communications, marketing.
- C. Proven success in securing major gifts, managing sponsorships and writing grants.
- D. Exceptional written, verbal and interpersonal skills.
- E. Proficiency with donor management systems/CRM (Salesforce preferred), Microsoft Office including Word and Excel; Adobe; Google Workspace. Photoshop, InDesign a plus.

- F. Strong leadership and team management skills. Self-starter. Adapt to unexpected circumstances.

III. Why Work Here?

OPICA's Mission: The mission of OPICA is to improve the lives of adults challenged by memory loss.

We do this by:

Providing meaningful and stimulating day programs

Supporting family caregivers through respite and counseling

Increasing community understanding of memory loss through education, resource referral, and professional training

We are committed to demonstrating that adults challenged by memory loss can continue to live at home and to grow—emotionally, socially, and spiritually. By offering new avenues of fitness, creativity, and engagement to our members, we affirm the resilience of the human spirit.

Currently, OPICA provides comprehensive programming specifically tailored to the needs of those at all stages of memory loss in a nurturing environment. Offerings include cognitively stimulating activities such as therapeutic art and music, brain fitness, counseling, education, and The OPICA Brain Train early memory loss program.

OPICA is a leading training site for Marriage & Family Therapy (MFT) students, utilizing the students to facilitate programs and provide one-on-one interaction with participants. OPICA has collaborative agreements with UCLA, Cedars Sinai and Saint John's Health Center Pacific Neuroscience Institute. OPICA is one of seven adult day programs in the State of California selected to create Best Practices for Adult Day Programs, and the only program from Los Angeles County. As a leading nonprofit community-based organization focused solely on memory loss, OPICA fills a critical need.

OPICA is located in Stoner Park in West Los Angeles

Benefits include medical, dental and vision insurance and optional enrollment in CalSavers.

Monday – Friday schedule. Occasional weekend events. Hybrid position: In office 3 days a week, 2 days remote. Semi-monthly evening Board meetings, attendance required. Attendance at the following semi-monthly board committee meetings is

required: Advancement, Finance, Governance, Strategic Planning and Luncheon (monthly during event season).

Physical Requirements: Must be able to work in a fast-paced environment. Willing to use personal equipment such as cell phone and laptop/tablet. Able to lift 20 pounds.

IV. How to Apply

Interested candidates should submit a cover letter, resume and three professional references to Consultant Hannah Berger, Info@ThePhilanthropyCoach.com. Please put **OPICA Advancement Director** in the subject line. Applications will be reviewed until the position is filled.

Notation: OPICA is a licensed adult day program. California Community Care Licensing requires that all employees have a LIVEScan fingerprint and TB test (within the past 12 months) prior to employment. Reimbursement provided to selected candidate for LIVEScan expense.

Equal Employment Opportunity

OPICA provides equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Compensation

\$110,000 - 120,000 annually, dependent on experience.

75% of medical benefit monthly premium covered. 100% of vision and dental covered.