

**FR1ENDS of the
CH1LDREN
Los Angeles**

Director of Development - Los Angeles

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Friends of the Children - Los Angeles (Friends LA) is part of a national network of Friends of the Children chapters dedicated to impacting generational change by empowering youth facing the greatest obstacles through relationships with professional mentors from kindergarten through high school – 12+ years, no matter what. These mentors – Friends – give 1:1 weekly support in the home and classroom to ensure healthy social and emotional development, safety, educational success, and the overall well-being of their youth. Friends LA operates two sites in South Los Angeles and a second in the Antelope Valley. While Friends LA is only four years old, the national organization has 27 years of experience and extensive research that proves the model's success.

Friends LA focuses on enrolling children of young parents who experienced foster care in their childhood. Over 80% of our parents experienced foster care, putting their children at a higher risk of Child Protective Services involvement than any other population. The additional 20% of our caregivers are grandparents or great-grandparents who have stepped up to care for their grandchildren. Through our research-based, two-generation (2Gen) approach, Friends LA empowers parents and caregivers to set and achieve their own goals and help them access stable housing, educational opportunities, and gainful employment.

POSITION SUMMARY

The Development Director (DD) is responsible for developing and implementing the annual plan for a diversified funding stream for Friends LA, including individual giving, private and family foundations, government grants, corporate donations, sponsorships, and large-scale events.

As a member of the development team and reporting to the Chief Advancement Officer, the DD is responsible for raising funds to support Friends LA's annual operating budget through a combination of grants, individual and corporate donations, events, and peer-to-peer fundraising campaigns. Friends LA is a growing organization, and the DD will assume primary responsibility for individual fundraising, events, and marketing/communications.

SUPERVISORY RESPONSIBILITIES

The Development Director will supervise the Development Operations Manager.

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CORE JOB DUTIES

- Track and assess annual development plan/fundraising campaigns, provide analysis and reporting on progress towards development priorities and goals;
- Manages a portfolio of donors and prospective donors by leading in cultivation, solicitation, and stewardship; maintains current documentation of activity in CRM database
- Oversee communications to engage lapsed donors, maintain current funders and work with the CAO to develop new relationships;
- Advise CAO about revenue targets and achievements
- Plan and execute special funding opportunities (end-of-year-end appeal, Annual Report, etc.)
- In partnership with External Relations Manager, create annual communications plan that will focus on educating and raising visibility for donors and prospects. This should include social media channels and electronic newsletters.
- Manage all submissions of grants and reports by designated due dates, including – but not limited to – persuasively writing donor communications and preparing quarterly and annual reports; DD will also work in partnership with our National HQs on all submissions.
- Regularly collaborate with Development Operations Manager to support revenue tracking, gift processing, and prospect research efforts.
- Lead the development of individual giving and major gift program; identified prospective individual and corporate donors and develop strategies to cultivate those relationships, provided support to train staff and Board in these efforts;
- Represent Friends LA at organization functions and events, particularly fundraising events.

Minimum Requirements/Qualifications:

- Passion for the mission of Friends LA to uplift youth and families impacted by foster care and the child welfare system;
- Education and Experience – bachelor's degree with a minimum of 5 years of direct fundraising experience.
- Familiarity with all parts of Los Angeles County and national philanthropic, governmental, and business communities
- Demonstrated fundraising success with individual, corporate, and foundation funders

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- Proven experience with building and maintaining relationships with foundations and grant writing;
- Track record of successful fundraising events;
- Ability to meet deadlines, manage multiple projects, and prioritize well;
- Ability to succinctly and accurately describe organizational work and needs;
- Experience in supervising and developing staff;
- Excellent and persuasive communications skills (written, visual, oral); and
- Experience with and working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) and CRM applications.

SALARY RANGE: \$110,000 – \$120,000 Annually

BENEFITS

Friends LA cares about our employees as whole people. We offer a generous vacation and sick leave policy, quarterly reset days, 12 paid holidays, summer half days, a summer recess the first week of July, and an annual winter recess during the last week of December. Employees are eligible for medical benefits (including vision and dental), 401k retirement plan, EAP, and ongoing professional development opportunities.

Employees can add optional plans, at employee expense, which include medical coverage for dependents, Flexible Spending Accounts, supplemental life insurance, and more.

Friends LA requires COVID-19 vaccines for all employees. As of March 1, 2022, we will be expanding our in-person vaccination requirement to include booster shots. Accommodations or exceptions can be requested for medical or religious reasons.

Friends of the Children – Los Angeles is an Equal Opportunity Employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Friends of the Children provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender, pregnancy, sexual orientation, marital status, familial status, disability, or genetic information, in compliance with applicable federal, state and local law. Friends of the Children – Los Angeles hires and promotes individuals solely based on their qualifications for the job to be filled.

If you have questions please contact HR@friendsla.org.