



Position: Senior Director, Development

Hours: Full-Time, Exempt

Apply to: <https://us63.dayforcehcm.com/CandidatePortal/en-US/hscfs/Posting/View/2253>

JOB SUMMARY:

Sycamores provides a spectrum of mental health services through various programs for populations of all acuities. Although it serves a variety of consumers, the agency focuses primarily on providing care to low-income, high at-risk youth throughout Southern California.

The Senior Director of Development works directly with the Chief Advancement Officer to lead, manage, develop and expand annual fundraising efforts at Sycamores, with a particular focus on cultivation, solicitation and stewardship of donors through the organization's annual fund and event activities.

STARTING PAY RANGE:

\$100,000 - \$120,000 per year for Full-Time employment (starting pay will be based on previous work experience and educational background.)

Annual Giving Strategy and Execution

- Create and implement a strategic annual fund development plan which will expand the organization's philanthropic network and increase revenues to support the strategic objectives of the organization.
- Expand the current base of individual donor support by acquiring new donors, reacquiring lapsed donors and retaining current donors through an annual cultivation, solicitation and stewardship calendar.
- Manage timelines for various fundraising activities to ensure that strategic plans and critical fundraising processes are carried out in a timely manner.

- Collaborate in the design, printing, and distribution of marketing and communication materials for development efforts.
- Implement segmentation strategy for solicitations to maximize the effectiveness of the appeal and manage specific stewardship outreach to increase donor retention.

Annual Giving Analysis

- Monitor and evaluate all fundraising activities, making adjustments and seeking out trends to ensure fundraising goals are being achieved.
- Prepare regular reports on progress, budgets, receipts, and expenditures related to fundraising and the management of the fund development activities.
- Monitor expenses and analyze budget reports on fund development and recommend adjustments as necessary.

Major Gift Fundraising

- Oversee portfolio of mid-level donors (20-40) who have the potential to become major donors.
- Create donor stewardship and recognition plans that will be meaningful to both the donor and the organization.
- Research prospective donors using a wealth management software.

Events and Special Projects

- Ensure the planning and execution of special fundraising events, as specified in the annual fund development plan are completed.
- Working with the Director of Development, manage the planning, volunteer committees, meetings and execution of fundraising related events, including but not limited to an annual Spring Fundraiser and the BBQ for the Boys.
- Help to ensure that events are strategic in nature, allowing for a meaningful opportunity to learn about the work of Sycamores, ensuring ROI for the organization, with measurable outcomes following.
- Create and manage volunteer activities that will enhance the cultivation and stewardship process.

Management and Leadership

- Supervise the Assistant Director of Stewardship and the Director of Development.
- Regularly report to Sycamores leadership and the Fund Development Committee of the Board about annual fundraising goals, progress, and accomplishments.

JOB QUALIFICATIONS:

- Bachelor's degree required, Masters preferred
- At least 8-10 years of progressively responsible experience related to fundraising, annual fund management and employee supervision required.
- Technical proficiency in fundraising software (Raiser's Edge)

All candidates who are presented with a conditional offer of employment must satisfy a pre-employment background check, drug and health screen.

Sycamores is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Further, Sycamores is a Fair Chance employer and complies with California Government Code Section 12952, Employment Discrimination: Conviction History.

Due to the direct contact, we have with vulnerable populations, services we perform in the community, relevant CDPH orders, and CDC guidance, Sycamores mandates COVID-19 vaccinations. Accordingly, employees are required to (i) have a COVID- 19 vaccine and their booster shot if booster eligible which is authorized for emergency use by the US Food and Drug Administration or the World Health Organization by the first day of work OR (ii) obtain a reasonable accommodation due to a disability or sincerely held religious belief. To request an accommodation, please notify Deon Johnson at djohnson@sycamores.org. All offers of employment are conditioned on satisfying one of above. No inquiries of vaccination status will be made until after a conditional offer of employment has been extended. Sycamores prohibits discrimination on the basis of a protected characteristic, including disability, perceived disability, or religion. Sycamores will not retaliate against any employee or candidate for requesting a reasonable accommodation pursuant to this policy.

This position is based out of Highland Park, CA.