

children'sbureau

a leader in child abuse prevention and treatment

Position: Associate Director of Individual Giving

Reports to: Director of Individual Giving

Classification: Exempt, Full time

Department: Philanthropy

Location: Hybrid – 1910 Magnolia Ave, Los Angeles and remote

About Children's Bureau

Our mission is to protect vulnerable children through prevention, treatment, and advocacy. Our vision is to help children thrive in strong families and communities. Children's Bureau has been saving children's lives with innovative and cutting-edge child welfare programs since 1904. Serving over 39,000 children and parents annually in Los Angeles and Orange Counties, we are one of the largest investors in prevention in the country.

Be the reason a child thrives www.all4kids.org

About the Position

The Associate Director of Individual Giving will play a key role in developing the individual giving program of Children's Bureau by deepening donor relationships and expanding the donor base. We are seeking an optimistic team player with a positive attitude who is adaptable and comfortable with change, able to collaborate as well as to work independently and driven to help the team meet its fundraising goals.

- Manage a portfolio of approximately 250 donors with the goal of deepening relationships, engagement with and support of Children's Bureau.
- Communicate with donors and prospects through phone calls, emails, and personal meetings. Maintain a complete record of donor touchpoints in the database.
- Prepare cultivation plans and donor solicitation strategies for donors in the portfolio and execute them on regular basis.
- Expand and diversify the donor base by working with the Children's Circle volunteer committee to attract new donors through peer-to-peer fundraising events and activities.
- Expand the use of bequests and other planned giving tools by Children's Bureau supporters by working with the Society of 1904 volunteer committee and implementing planned giving strategies.
- Secure gifts in the \$1,000 - \$10,000 range to meet annual goal of \$500,000 - \$600,000.
- Assist with developing fundraising reports and collateral.
- Represent Children's Bureau at fundraising events, committee meetings, site tours and public events.

Qualifications

Education and Experience

- Bachelor's degree
- A minimum of 3-5 years of annual fund or major gift fundraising with a track record of building relationships and securing gifts in the \$1,000 to \$10,000 range
- Certified Fund Raising Executive (CFRE) highly desirable

Knowledge, Skills, and Abilities

- Commitment to the mission of Children's Bureau
- Proficiency using MS Office Suite (Outlook, Teams, Word, Excel, Power Point)
- Experience using Blackbaud Raisers Edge or comparable CRM (Customer Relationship Management) system
- Experience diversifying a donor/client base
- Excellent public speaking skills and the ability to communicate qualitative and quantitative information in writing
- Commitment to the professionalism of fundraising and adherence to AFP Fundraiser Code of Ethics

Compensation and Benefits

Children's Bureau is passionate about building and sustaining an inclusive and equitable working environment for all employees. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

- Hiring salary range \$80,000- \$88,000

Children's Bureau of Southern CA proudly is committed to pay transparency. The position of Associate Director of Individual Giving will pay \$80,000 for an experienced fundraiser with 3-5 years annual fund or major gift fundraising experience; \$84,000 for an experienced fundraiser with 5 or more years of major gift fundraising experience; and \$88,000 for a Certified Fund Raising Professional (CFRE) with 5 or more years of major gift fundraising experience in the range of \$5,000-\$100,000+. Additionally, the lifespan compensation range of this position is \$80,000 - \$114,500.

- Selected as one of the Best Places to Work and awarded the 2022 Diversity Equity and Inclusion (DEI) Non-profit of the Year Award year by the Los Angeles Business Journal
- Excellent benefit package includes medical, vision, dental, 401(k), life insurance and Flexible Spending Account

- Eligibility for Public Service Loan Forgiveness (PSLF)
- 13 paid wellness days and 12 paid holidays
- Access to professional development courses through Children's Bureau University, an award-winning internal university
- Association of Fundraising Professionals membership

Application Process: To apply, go to

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=50723&clientkey=A140A0E263BCC3B53AC5E1180CD955BB>

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