



Job Description

DIRECTOR OF DEVELOPMENT

SUMMARY: Reporting to the Executive Director, the Director of Development is responsible for all facets of individual and institutional giving, including leading all current fundraising and development initiatives to reach and exceed Bresee's \$3.4 million annual fundraising goal, as well as developing new strategies to grow Bresee's fundraising capacity. The Director of Development works closely with the Executive Director and Board of Directors to develop and implement a fundraising plan that includes short-term, medium-term and long-term strategies for major gifts, foundation and corporate support, government funding, annual giving, and fundraising events.

CANDIDATE PROFILE: The Director of Development will embrace Bresee's mission and introduce new ideas, programs, and initiatives to achieve excellence, growth, and impact in fundraising, communications, and organizational leadership. Bresee seeks a dynamic, creative, and entrepreneurial development professional who wants to make a difference by joining a vibrant management team and providing strategic leadership across all areas of development. The ideal candidate will be a collaborative, energetic, and natural fundraiser. This will be someone who is well versed in all aspects of fundraising, including cultivation, solicitation, and stewardship.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Development Operations and Leadership

- Partner with the Executive Director and Board to create and implement a comprehensive development plan that supports the organization's mission, strategies, and fundraising goals.
- Build strong relationships with board members, program directors, and staff outside of the Development Department and nurture a strong culture of fund development throughout the entire organization.
- Supervise the Development team, leading a team of 3 FT staff members and 1 consultant who facilitate foundation and government grants, corporate relations and donations, special events, communications, coordination of Board efforts, gift processing, tracking of donor information, acknowledgements, volunteer recruitment and community engagement, while drawing upon the team's full potential and talent, individually and collaboratively.
- Oversee the development of a best practice development infrastructure, including systems, policies, and procedures to ensure effectiveness and accountability across the department.
- Create annual departmental income and expense budgets and manage the Development Department in a fiscally sound manner.
- Create a plan to expand overall revenue for all funding sources via prospecting, board relationships, and developing meaningful engagement opportunities for partners.



- Develop and assist in the design and distribution of annual reports.

Major Gifts

- Develop and execute a major gift program and strategy, including identifying new and existing potential major donors, creating and executing individual stewardship and solicitation plans.
- Double major gifts by 2023.

Foundation, Corporate, & Government Grants

- Work with Development Manager to oversee a portfolio of \$1.5 million in foundation and corporate grants including grants and reports.
- Work with Development, Leadership, and Program teams to oversee a portfolio of \$1.6 million in government grants including the drafting of government request for proposals.

Special Events

- Work with Development team to plan and execute special events including the annual dinner gala with a goal of generating over \$300k, board mixer, and corporate volunteer engagement events including annual backpack giveaway, turkey distribution, etc.

Communications

- Work collaboratively with Communications Coordinator on effective donor communications and marketing efforts, including the creation of annual reports, newsletters, e-blasts, films, social media, digital assets and other campaign tools, ensuring that all external materials align with and enhance organization's mission and values.
- Work with the Executive Director and Development team to develop a comprehensive marketing and communications plan to engage donors and key stakeholders in organization's mission.
- Develop corporate and organizational relationships, identifying volunteer opportunities throughout the year.

Board Leadership

- Cultivate and steward relationships with 3 Boards including the Board of Directors, Advisory Council, and Young Professionals Board.
- Help lead the Board's Development Committee engaging the board in fundraising planning and execution.
- Provide the Board with detailed and accurate reports to share fundraising progress and success at each board meeting.
- Work with the Executive Director to implement board standards, roles, and responsibilities.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Seasoned professional with minimum 10 years of direct fundraising experience, with at least 5 years of management or leadership experience.
- Bachelor's Degree from an accredited college or university required. Master's degree a plus.



- Certified Fund Raising Executive (CFRE) credential preferred.
- Proven success in developing strategic and effective fundraising plans, and executing against those plans to achieve goals and objectives. Experience implementing necessary systems and processes to support efficient operations.
- Demonstrated success cultivating, soliciting, and stewarding high net worth individual donors, with a track record of securing 5- and 6-figure gifts and moving donors through a pipeline.
- Demonstrated success at securing grants, corporate sponsorships.
- Strong leadership skills that include the ability to motivate, influence, and guide staff toward the achievement of goals.
- Experience managing development operations and development database. Familiarity with Bloomerang a plus.
- Demonstrated ability to think creatively and bring fresh ideas and approaches to development initiatives.
- Marketing and communications skill as it relates to supporting fundraising programs and developing donor-specific collateral and presentations.
- Passion for and knowledge of youth development or issues related to social justice and economic/educational equality highly preferred.
- Knowledge of social justice, philanthropic landscape highly preferred.
- Flexibility, drive, a sense of humor, and a “roll-up-your-sleeves” approach.
- Demonstrated poise and presence to be effective with a wide range of constituents.
- Excellent oral and written communication skills with proven ability to tell a compelling story.
- Ability to develop trust and strong collaborative working relationships with donors, Board, and staff.
- Demonstrated computer expertise with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and fundraising database systems.
- Demonstrated sensitivity to multicultural issues, and be comfortable working in multi-cultural, urban environment.
- Self-motivated, results driven, detail oriented, and adaptable.
- Able to exercise good judgment, discretion, and confidentiality when interacting with donors.
- Must support Bresee’s procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand, support, and be able to articulate Bresee’s *Vision, Mission, and Values Statement*, as well as program specific information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.



WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 50%, out of office 50%. Indoors 85%, outdoors 15%.

HOURS AND BENEFITS: Full-time and exempt position, occasional weekend and evening hours will be necessary. Benefits include: health and dental plans, 401(k), PTO, life insurance, EAP, and generous vacation, sick and holiday hours.

Salary Range: \$70,000 – 90,000

TO APPLY: Please send cover letter, resume, and writing sample (not to exceed 1page) to jobs@bresee.org by February 12, 2021.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.