



JOB DESCRIPTION

DIRECTOR OF DEVELOPMENT

POSITION OVERVIEW

Join a vital community-based organization at Sonoma Valley's leading Latino advocacy organization as its key resource mobilizer. The Director of Development is part of the leadership team at La Luz Center which drives strategy and resources organization-wide with the goal of achieving social justice and community advocacy.

Reporting to the Executive Director, the Director of Development leads and manages the day-to-day responsibilities for achievement of La Luz Center's annual development goals in the following areas: Donor contributions, Foundation/Government Grants, Legacy Gifts/Endowments, and Annual Appeal.

This position is responsible for demonstrating the highest level of ethics, prudence and productivity. As well, the Director of Development provides direct support to other members of the leadership team to support the delivery of highly-acclaimed programs and services to families and children of all economic and social backgrounds.

RELATIONSHIPS

<u>Reports to:</u>	Executive Director
<u>Leads and Manages:</u>	Development Operations & Communication Coordinator
<u>Other Key Relationships:</u>	Individuals, foundations, companies and family trusts; banks and government agencies; and other local, regional and national public and private funds and organizations

MAJOR RESPONSIBILITIES

The Director of Development will possess significant experience and expertise in and will work closely with the Executive Director and Board of Directors to:

Strategic Development:

- Collaboratively work with staff members to identify paths of economic support for Center programs and projects; develop and maintain a contemporary prospect management analysis and reporting system; continuously inform the Executive Director, Board of Directors and the Center's staff of all development strategies, programs, plans and results.
- Design and implement comprehensive development strategies and appropriate marketing objectives, including donor giving and recognition, gift acknowledgement, and relationship

development; ensure effective and timely growth and execution of all development strategies and plans; develop calendars and plans for fundraising events and requests.

Fundraising:

- Design, implement and maintain a broad-range of highly visible, structured and successful fundraising programs and partnerships for the Center's sustainable economic resource development and funding; identify, define and acquire initial and sustainable funding resources available to the Center.
- Develop and implement campaigns for planned giving, charitable trusts, endowments and related development programs.
- Actively build relationships with new, existing and past donors and seek new funding from a variety of sources; represent the Center in meetings with potential funding sources.
- Grant researching, writing, managing, financial reporting and tracking.

Administrative:

- Develop and manage annual budget for all development and fundraising initiatives; prospectively report any budget variances with recommended alternatives to achieve budget compliance.
- Manage databases for accurate and timely reporting of all fund development objectives. Including to enhance donor management system (with Salesforce.com tools) to create a CRM database to further record, track and manage all cultivation and development activities, contractual responsibilities and results.
- Ensure full compliance with federal, state and local laws and requirements and regulations, compliance with charitable giving rules and grant obligations, and contracts, donor restrictions and external reporting requirements.
- Develop and overseeing and managing Fundraising budget consisting of Corporate Giving, Grants, Events, Foundations.

CRITICAL SKILLS AND ABILITIES

- Creativity, innovation, and the personal flexibility to respond to emerging realities.
- Excellent knowledge of and demonstrated success in building mutually beneficial relationships with individual, family, community, public, private, corporate funding sources and related sources.
- A solid record of proactive, hands-on budgeting and budget analysis and reporting; a strong track record of meeting and exceeding goals, objectives, targets, and commitments; a demonstrated track record of leading, building and sustaining a legally-compliant organization.
- A command of team process and the discipline to prioritize tasks and focus on results in an organization deriving funding from program fees, community donors, sponsors and other sources.
- Proven presentation skills, both written and verbal, particularly the ability to educate and persuade through verbal communication – both formally and informally; ability to speak, read and write English is required; fluency in Spanish is desirable, but not required.

- Possess knowledge and experience in fund raising techniques, grant writing and CMS platforms.
- A confident and self-assured persona and the ability to take a stand for that which s/he believes to be the correct course of action, while working collaboratively with the La Luz Center's leadership, the Executive Director, the Board of Directors and team colleagues regardless of their role or job title in the organization and taking into consideration input from other members of the team.

EDUCATION AND EXPERIENCE

The Director of Development will possess a Bachelor's degree in business, finance, communications, community relations or a closely related discipline. Bilingual Spanish speaking skills is highly desirable, but not required in this position.

As well, the successful candidate for this position will possess appropriate, successful and directly related fundraising experience.

Equal Employment Opportunity

La Luz Center provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

La Luz Center provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

APPLICATION PROCESS:

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to cvnl.org



For more information contact:

Susan Brown

Director of Executive Search

Email: sdbrown@cvnl.org

CVNL has provided successful full-cycle executive and management recruiting on a retained basis for nonprofit organizations throughout the Bay Area for over a decade. You can learn more about our work at

cvnl.org/executive-search.