



POSITION: DEVELOPMENT DIRECTOR

DEPARTMENT: ADMINISTRATION

SUPERVISOR: LUCY HERRERA

FULL-TIME

PART-TIME

EXEMPT

NON-EXEMPT

AT-WILL

Organization

Founded in 2007 by former Ramona Gardens neighborhood resident Maria "Lou" Calanche, Legacy LA's mission is to make positive interventions in the lives of young people by offering alternatives to gangs and violence. Legacy LA builds the capacity of youth to reach their full potential and equips them with tools to transform their lives and community.

We do this by addressing the impact of multi-generational gang violence and low educational attainment in Ramona Gardens in Boyle Heights. Our strategies include Dream Big Youth Leadership, Student Success Academic Support Program, and Parent Programming and Supports.

For more information, please visit www.legacyla.org

Position Summary

Legacy LA seeks a passionate and resourceful individual for the Development Director position. Reporting to the Executive Director (ED), the Development Director (Director) will spearhead development efforts as Legacy LA continues to grow. A new position in the organization, the Director will have the opportunity to build the development function, and best suited for an experienced fundraising or grant writing professional capable of working independently and managing multiple priorities. *This is a hybrid position that currently requires at least 2 days in the office each week and requires staff to live in the Los Angeles region.*

Key Responsibilities

Fundraising Strategy Development

- Lead, develop and execute Legacy LA's development strategy for diverse revenue streams, including foundations, individuals, corporations, government, and events
- Design and implement annual and long-term fundraising plans
- Evaluate and refine strategies on an ongoing basis to meet or exceed revenue goals
- Continuous improvement of Legacy's grant management strategy including the submission of compelling proposals, reports to funders, and cultivation of existing and new donors
- Work with staff and board to oversee special events and fundraisers to increase the org's visibility and unrestricted funds
- Build and maintain a robust prospect list by researching new individual, foundation, corporate and government prospects



Leadership & Communications

- Supervise staff (development manager) and serve as liaison with external consultants (Grant writers)
 - Mentor and develop staff using a supportive and collaborative approach
 - Establish and monitor staff performance and development goals, set objectives, establish priorities, monitor and evaluate results, and conduct annual performance appraisals.
 - Oversee management of the grants calendar, active grants, and donor files
 - Oversee management of donor database, donor reporting and acknowledgements, and gift processing.
 - Oversee the strategy and coordination of donor site visits and events
- Cultivate donors through authentic relationship building, outreach, networking, and strategic communications
- Represent Legacy LA with community, partnerships, funder and donor events
- Develop a strong working relationship with the board of directors, and serve as staff liaison for board fundraising committee
- Serve as a senior member of the management team and collaborate effectively with finance and program staff.
- Nurture a culture of philanthropy across the organization
- Lead Legacy's communications strategies, including newsletters, appeals, donor acknowledgement and other

Experience & Qualifications

- Bachelors Degree, and minimum 5 years of grant writing or development experience
- Proven track record of achieving fundraising goals
- Excellent writing and communication skills (demonstration of writing and editing skills may be requested during interview stage)
- A commitment to and passion for social justice
- Comfortable interacting with a wide variety of stakeholders ranging from foundation staff, individual donors, youth and community residents
- Able to quickly establish positive relationships across multiple teams
- Self-motivated person who is able to work independently and efficiently
- Aptitude to innovate, take initiative and has an ambitious nature
- Exceptional organizational skills to manage multiple priorities
- Creative person who values taking initiative and is solutions focused
- High attention to detail and proven ability to multitask in a fast-paced environment
- Preference for bilingual candidates (Spanish/English)
- A flexible team player with a strong work ethic, able to work flexible hours when needed including some evenings and weekends

Salary & Benefits

Salary: \$85,000 - \$100,000

Benefits include health, dental, vision, vacation, sick days, and holidays



To Apply:

Please email a cover letter, resume and writing sample to HR.Recruit@LegacyLA.org with 'Development Director' in the subject. Cover letter should include your answers to the following questions. Incomplete applications will not be reviewed.

1. How did you hear about this position?
2. Why are you interested in Legacy LA's Development Director role at this point in your career?
3. Tell us how you think your skills and experience can help advance the justice-centered work of Legacy LA.
4. Reflecting on your most recent and/or relevant role, please share what specific responsibilities and technical experiences you have that would set you up for success to serve as the Development Director of Legacy LA?