



A 501(c)3 Nonprofit Organization

DEVELOPMENT DIRECTOR POSITION

Title: Development Director

Status: Full-time, non-exempt (possibility of permanent position)

Work Setting: Hybrid (mostly remote)

Location: Los Angeles

Annual Salary: \$80,000-\$90,000 (Exempt)

Reports To: Executive Team

About Us

At Haven Neighborhood Services, *our mission is to financially empower vulnerable communities in Southern California by providing no-cost financial/housing education and services to end their financial/housing crisis.* For over a decade, Haven Neighborhood Services, a 501 (c)(3) nonprofit organization has maintained an unwavering commitment to the financial health, housing security, and education of our community members. All services that Haven Neighborhood Services provides are FREE at no-cost to our clients. Our organization, founded during the aftermath of the 2008 Economic Recession, addresses financial and housing crises among economically vulnerable individuals and families.

Position Overview

Haven Neighborhood Services seeks a dynamic, creative, and entrepreneurial Development Director. This role is vital for expanding and strengthening development efforts, aiming to raise over \$5 million annually. Responsibilities include relationship-building, overseeing development systems, and collaborating with the CEO and Executive Team. The ideal candidate should be collaborative, process-oriented, and well-versed in fundraising best practices. They should have experience in developing strategic fundraising plans, meeting objectives, and problem-solving independently.

Duties and Responsibilities

Fundraising Strategy and Major Gifts:

- Personally manage and expand a diverse portfolio of major donors, including individuals, family foundations, and corporations.
- Develop and execute a major gifts fundraising strategy with measurable indicators and growth goals for each channel.
- Assess existing development activities, identify areas for growth, and create plans and strategies to pursue them.
- Oversee the creation and implementation of fundraising materials and messaging.
- Lead fundraising best practices, including prospecting, donor reporting, data review, and donor communications.
- Conduct prospect research and cultivate new funding sources.
- Develop and execute major donor fundraising strategies for events, including the annual gala.

Grant Writing

- Articulate persuasive grant proposals and adeptly administer grant applications to secure financial backing from esteemed grant-making organizations.

Management

- Lead, manage, develop, and mentor the development team to ensure a successful comprehensive fundraising program.
- Provide oversight and guidance to the development team in monitoring and reporting fundraising progress to executive leadership and the Board of Directors.
- Support development team members in donor acquisition, cultivation, solicitation, and stewardship activities.
- Foster collaboration and communication within the development department and across the organization to ensure a broad understanding of programmatic needs and impact.

Annual Gala

- Collaborate with leadership and development team members to maximize fundraising through ticket and table sales, major gifts, and auction revenue streams.
- Oversee all donor-facing materials for the gala, including invitations, personalized solicitations, major gift opportunities, auction materials, and thank you strategies.

Capital Campaign (when applicable):

- Work with Executive Leadership to develop a campaign strategy.
- Identify prospects at the individual, corporate, and foundation levels.
- Cultivate a capital campaign steering committee and Board members.
- Create and edit campaign communications, acknowledgments, follow-up letters, and newsletters.
- Manage logistics for cultivation events and coordinate publicity as appropriate.

Required Qualifications:

- 5+ years of successful nonprofit fundraising experience with a focus on major gifts.
- 5+ years of experience in team development and growth.
- A bachelor's degree
- Understanding of, and experience with, the philanthropic communities in Los Angeles and surrounding counties.
- Demonstrated experience with diverse funding streams, including individuals, corporations, foundations, and special events.
- Proven ability to cultivate and solicit six- and seven-figure gifts.
- Demonstrated success in developing and operationalizing fundraising strategies.
- Proven ability to manage a department, supervise staff, and create and manage budgets.
- Ability to balance strategic leadership with hands-on development.
- Success in working collaboratively with senior leadership teams and board members.
- Proficiency in using data to establish a robust donor pipeline and strategy for growth.
- Excellent oral and written communication skills.

Preferred Qualifications:

- Fundraising experience at large-scale organizations with a national reach providing basic essentials to low-income families.

Direct Reports:

- Members of the Development department, including the CEO and COO.

Benefits

We offer a competitive Benefits program, including:

- Retirement Plan with company contribution
- Paid Medical, dental, and vision plans
- Paid Life insurance
- Paid vacation and sick time
- Paid federal and state holidays
- Paid professional development and training.
- Paid two-week holiday break in late December.

Equal Opportunity Employer

At Haven Neighborhood Services, we are committed to creating a discrimination and harassment-free workplace for all employees.

Accommodations for Disabilities

We provide reasonable accommodations for individuals with disabilities during the application, interview process, and throughout their employment to enable them to perform essential job functions and enjoy the benefits of employment.

Disclaimer

Please note that this job description serves as a general guide and does not encompass all responsibilities, skills, and qualifications. Additional duties may be assigned as required.

To apply for this position, please submit your resume to Noel Lopez | Chief Operating Officer at Noel.lopez@havenservices.org. Be sure to include "Development Director-[Your Name]" in the subject line. **Deadline to submit your resume and cover letter is December 5, 2023.**