

LA's BEST Afterschool Enrichment Program
VICE PRESIDENT OF DEVELOPMENT
(Job Posting - 12/4/2023)

About LA's BEST

Established 35 years ago, LA's BEST is a safe and engaging afterschool enrichment program for elementary school students in neighborhoods with the highest needs, yet fewest resources. Beyond academics, our programming nurtures social and emotional connections with trained and caring adults. LA's BEST prepares and inspires staff to empower children to create lives full of choices and supports working families across Los Angeles.

LA's BEST is a unique partnership between the private and public sectors providing afterschool enrichment. Los Angeles Unified School District (LAUSD) operates the program. Advocating for public, government allocations and fundraising from the private sector comprise the nonprofit entity. These branches collaborate to maintain, expand and enhance equitable programming that benefits staff, children and working families living across Los Angeles.

Job Overview and Responsibilities

Reporting to the President & CEO, the Vice President (VP) of Development is responsible for leading and managing all efforts to raise financial and in-kind support to sustain and expand the work of LA's BEST. This position must establish sustainable, creative and strategic direction for fundraising and follow this with exemplary execution. The VP of Development also works with the Director of Communications to develop messaging and branding related to fundraising.

The VP of Development will supervise a development team of four and work closely with the President and CEO to cultivate and steward donors and seek new prospects. On a quarterly basis, the VP of Development evaluates the department's progress towards goals and department budget. The VP of Development plays a lead role in fostering a culture of philanthropy by implementing systems, processes, and procedures that support LA's BEST's revenue goals. Core responsibilities may include:

- Strategic planning and execution:
 - Provide leadership for all development activities, partnering closely with the President & CEO, members of the boards, and corporate and operations staff.
 - Develop the structure for and manage fundraising activities in coordination with the President & CEO.
 - Focus on improving retention of existing donor base and identifying efficient methods to attract new major donors; create and execute strategies to increase contributions from corporations, foundations and major individual donors.
 - Partner with communications staff to design effective story-driven and impactful messaging to cultivate active donor engagement and to increase their level of commitment to the organization.
 - Oversee two major fundraising events and smaller cultivation events with staff, consultants, board members and volunteers.
 - Oversee and develop new fundraising initiatives (e.g. planned giving, digital tools).
 - Prepare and monitor fundraising budget.
 - Manage and evaluate pipelines and produce quarterly and as needed reports.

- Assure adequate control and accounting of all incoming funds, including developing and maintaining sound financial practices; execute legal documents as needed.
- Organizational management:
 - Work with the Director of Board Engagement, Director of Donor Engagement, and the President & CEO to organize, train, motivate, and lead Board of Director members to recognize and carry out the full spectrum of fundraising responsibilities.
 - Develop and maintain strong relationships with board members, including regularly scheduled phone or face-to-face meetings.
 - Help energize an effective Development Committee that maximizes involvement of members and ensures a high-level of effectiveness.
 - Manage the efforts of the internal development staff by:
 - Supervising the development of proposals for foundation and corporate funders.
 - Dividing and assigning work effectively, delegating appropriate levels of freedom and authority.
 - Directing the activities of the staff to maximize individual strengths and efficacy.
 - Ensuring compliance with personnel policies.
 - Assisting program staff in relating their specialized work to the greater fundraising program.
- External liaison:
 - Serve as an effective spokesperson for LA's BEST, representing appropriately the vision, mission, and values of the organization in all fundraising communications.
 - Establish sound working relationships with funders and community groups who can further the work of LA's BEST.
 - Oversee the maintenance of official records and documents to ensure compliance with federal, state, and local regulations and reporting requirements.
 - Supervise preparation and presentation of donor records, reports, correspondence and summary fundraising for the LA's BEST Annual Report.
 - Maintain and utilize a working knowledge of significant developments and trends in the field of fundraising.
- Collaborating with other nonprofit staff on key initiatives or special projects as assigned.

Core Competencies

- Qualities of a dynamic self-starter and team player who works effectively in a fast-paced, entrepreneurial environment.
- Ability to manage and prioritize concurrent projects with grace and meet deadlines.
- Superior ability to communicate clearly, warmly and professionally while representing LA's BEST (in-person and written) with diverse stakeholders and audiences.
- Eager to continue learning and developing within the role; excited to take on new challenges with support and outlined deliverables.
- Culturally responsive and committed to diversity, equity, and inclusion.
- Adept at using technology and working remotely with colleagues to facilitate daily work.
- Committed to the mission, vision and values of LA's BEST.
- High-level skills of analysis and judgment in planning, implementation, and evaluation.

Qualifications and Experience Requirements

- Bachelor's degree and 10+ years of experience and proficiency in all aspects of development with an emphasis on managing a fundraising department, executing fundraising efforts, securing major and planned gifts, maintaining excellent corporate/foundation relations and planning events. Master's degree in a related field is highly preferred.
- An understanding of the challenges of public funding sources to utilize creativity and initiative in creating new fundraising opportunities within the context of operational and program goals.
- Knowledge and experience using Microsoft Office applications (Word, Excel) and fundraising database programs (especially Salesforce).

Compensation

\$150,000 - \$165,000; commensurate with experience.

Work Location

Currently, there is a hybrid work environment with two days per week required at the office in downtown Los Angeles. Occasional evening and weekend work may be required throughout the year. Candidates must also be able to travel to school sites and meetings/events within LA County on a semi-regular basis and have access to reliable and timely transportation.

Company Benefits

LA's BEST provides Employer paid medical, dental, & vision insurance for employees, life insurance, short-term and long-term disability coverage, 401(k) retirement plan with a 4% match after one year of continuous employment, flexible time off, cell phone stipend, paid parking, and other benefits.

Equal Opportunity

LA's BEST is an equal opportunity employer (EOE). Qualified applicants are considered for employment without regard to age, race, religion, gender, sexual orientation, national origin, and disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request (LA's BEST is pleased to provide such assistance, and no applicant will be penalized as a result of such a request).

How to Apply

Please submit a resume and cover letter to hiring@lasbest.org with "VP of Development" in the subject line. Applications will be accepted until Monday, January 15th, 2024, at which time this job posting will be closed for initial application review.