

LA's BEST Afterschool Enrichment Program
VICE PRESIDENT OF DEVELOPMENT
(Job Posting - 03/15/2024)

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.

At LA's BEST, we believe that diversity fuels innovation, creativity, and success. We are committed to fostering an inclusive workplace where every individual's unique perspectives, backgrounds, and experiences are valued and celebrated. As we continue to grow and evolve, we are dedicated to building a team that reflects the diversity of the communities we serve. We encourage applications from individuals of all races, ethnicities, genders, sexual orientations, abilities, ages, religions, and socioeconomic backgrounds. Join us in our mission to create an environment where everyone feels empowered to thrive and contribute their best work. Your voice matters, and we invite you to bring your authentic self to our team.

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:

- Providing leadership for all development activities, partnering closely with the President & CEO, members of the boards, and corporate and operations staff.
- Developing the structure for and managing fundraising activities in coordination with the President & CEO.
- Focusing on improving retention of existing donor base and identifying efficient methods to attract new major donors; creating and executing strategies to increase contributions from corporations, foundations and major individual donors.

- Partnering 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.
- Overseeing major fundraising events and smaller cultivation events with staff, consultants, board members and volunteers.
- Overseeing and developing new fundraising initiatives (e.g. planned giving, digital tools).
- Preparing and monitoring the organization's fundraising budget.
- Managing and evaluating pipelines and producing quarterly and as needed reports.
- Assuring adequate control and accounting of all incoming funds, including developing and maintaining sound financial practices; execute legal documents as needed.
- Partnering with the Director of Board Engagement & Special Projects, 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.
- Developing and maintaining strong relationships with board members, including regularly scheduled phone or face-to-face meetings.
- Supporting the efforts toward energizing an effective Development Committee that maximizes involvement of members and ensures a high-level of effectiveness.
- Managing 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.
- Serving as an effective spokesperson for LA's BEST, representing appropriately the vision, mission, and values of the organization in all fundraising communications.
- Establishing sound working relationships with funders and community groups who can further the work of LA's BEST.
- Overseeing the maintenance of official records and documents to ensure compliance with federal, state, and local regulations and reporting requirements.
- Supervising the preparation and presentation of donor records, reports, correspondence and summary fundraising for the LA's BEST Annual Report.
- Maintaining and utilizing 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

- Demonstrated ability to develop sustainable, creative, and strategic fundraising plans to support the mission and goals of the organization.
- Proven leadership skills in managing a development team, providing guidance, supervision, and support to achieve fundraising objectives.
- Strong experience in cultivating and stewarding donors, including major individual donors, corporations, and foundations, to maintain and expand financial support for the organization.

- Ability to establish and maintain strategic partnerships with internal stakeholders, including the President & CEO, board members, and operational staff, to align fundraising efforts with organizational priorities.
- Strong financial acumen to prepare, monitor, and manage the fundraising budget, ensuring adequate control and accounting of all incoming funds and compliance with financial practices and regulations.
- Continuously staying updated on significant developments and trends in the field of fundraising to inform strategic decision-making and maintain best practices.
- High-level skills in analysis and judgment in planning, implementation, and evaluation.
- 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.

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

\$165,000 - \$180,000; 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 hire@lasbest.org with "VP of Development" in the subject line. Applications will be accepted until 5:00PM PST on Monday, April 15th, 2024, at which time this job posting will be closed for initial application review.