



Los Angeles Area  
Chamber of Commerce

## Job Description Development Director

The mission of UNITE-LA, a non-profit organization, is to advance and support an effective public education system in Los Angeles. UNITE-LA has a \$2 million annual budget and has recently begun a national fundraising campaign to increase its operating budget in 2011 to \$3-\$4 million annually. The Los Angeles Area Chamber of Commerce represents more than 1,500 member businesses throughout Southern California, and its non-profit Foundation annually raises approximately \$1.5 million in revenue to support the activities of the Chamber's Education & Workforce Development Division.

**Position:** The Development Director serves as the chief of development operations for UNITE-LA, responsible for the design and management of a multi-year, contributed revenue plan that cultivates a broad portfolio of major donors through key sources, including individuals and major gifts, foundations, corporations, sponsorship, annual appeal, special events and public funds. The Director supports the grantwriting activities of the L.A. Area Chamber Foundation. The position reports directly to the President of UNITE-LA, who also serves as the Chamber's Senior Vice President of Education & Workforce Development. This is a salaried, exempt position with full benefits, including paid sick leave, vacation, 401(k), health, vision and dental. Salary is commensurate with experience.

### **Job Description:**

- Design and implement a comprehensive development program, based on funding priorities established by UNITE-LA's President and Board of Directors, that involves philanthropists, education and civic leaders, and business executives in the mission and programs of UNITE-LA. Identify major prospective donors and sponsors, develop approach strategy, and lead the process to cultivate and solicit individual and institutional donors. As the major gift officer, raise gifts of \$25,000 and up and strategically cultivate, solicit, and steward major donors.
- Establish annual qualitative and quantitative goals and strategies in order to increase donors and dollars raised. Maintain a system for prospect identification and tracking, grants administration (including report deadlines), donor recognition, and a proposal/application schedule. Determine most effective means to report progress and provide assessment on a regular basis.
- Prepare and monitor the operating budget assigned to this position.
- Responsible for contract and grant management, including reviewing the nonprofit's quarterly financial reports and participating in the fiscal year audit, and ensuring the timely completion of program and financial reports by both senior, program and administrative staff members.
- Manage and direct the participation of development volunteers and consultants. Actively involve the Board of Directors in the identification, cultivation and solicitation process as appropriate. Help identify key individuals and corporations for representation on UNITE-LA's Board. Recommend policies and procedures for the rotation, nomination, and selection of new Board members. Coordinate and track the "give or get" policy of UNITE-LA's Board of Directors.
- Develop and manage a portfolio of major gift prospects for the purposes of discovery, cultivation, solicitation, and stewardship. Identify and qualify new prospects, and implement cultivation and solicitation strategies for prospects capable of pledges. Supervise the preparation of solicitations to cultivated prospects.

- Develop mechanisms to acquire new donors of (including an annual appeal, sponsorships, and special events) and increase the giving level of current contributors.
- Create collateral fundraising materials in collaboration with outside vendors, as well as the L.A. Area Chamber's Marketing and Communications department, when appropriate.
- Work in cooperation with the other members of the Chamber staff, including Membership and Marketing, to identify new prospects and plan effective solicitations.

**Experience & Qualifications:**

- Minimum five to eight years experience in development, nonprofit management or a related field. A proven track record of consistently exceeding goals in senior management roles is critical. Experience should be in progressively responsible positions. Experience in supervision of both professional and administrative support staff highly desired. Strategic planning, and/or brand management experience a plus.
- A track record that demonstrates solid fundraising results and demonstrated success soliciting and closing major gifts. This includes the demonstrated ability to plan, organize and implement fundraising activities effectively, as well as participate in high-level individual, corporate, and/or foundation solicitations.
- Ability to interact effectively and professionally with executive-level colleagues and prospective donors, both independently and as part of a fundraising team that includes the President and Board members. Demonstrate successful experience in establishing active boards comprised of prominent corporate and community volunteers, and in soliciting gifts from them.
- A high energy, goal oriented professional who is well organized and personable. Demonstrated ability to set priorities, coordinate multiple projects and personally ask and close gifts. Deal effectively and comfortably with high-level donor prospects.
- Exemplary communication skills (both written and oral) evidenced by background in preparing comprehensive reports and executive summaries incorporating complex, highly technical information. Ability to effectively communicate the vision, values and mission of UNITE-LA while capturing the interest of the prospect. Marketing and public relations experience a plus.
- Occasional travel and weekend and evening hours required.

**Required Education:**

A Bachelor's Degree in a related field is required and an advanced degree is preferred. The successful candidate will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes.

For more information please go to these websites:

[www.UNITELA.com](http://www.UNITELA.com)

[www.lacompact.org](http://www.lacompact.org)

[www.lacashforcollege.org](http://www.lacashforcollege.org)

[www.layoutthatwork.org](http://www.layoutthatwork.org)

[www.hirelayouth.com](http://www.hirelayouth.com)

[www.pillarLA.com](http://www.pillarLA.com)

[L.A. Area Chamber Education & Workforce Development Site](#)

Please submit a cover letter and resume to  
David Rattray, Senior Vice President of Education and Workforce Development  
c/o Chelsey Rask at [crask@lachamber.com](mailto:crask@lachamber.com)