

## **JOB DESCRIPTION**

**Position:** Director of Development & Communications

**Department:** Administration

**Status:** Exempt, Full-time

**Salary:** \$90,00 – \$120,000

**Reports to:** Executive Director

### **ORGANIZATIONAL BACKGROUND:**

Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and senior women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

**Position Summary:** Proyecto seeks a passionate, committed and resourceful leader for the position of Development & Communications Director. **The Director** is an executive level position and a member of the management team, providing leadership and integrating fund development with the strategic growth and development of Proyecto. The director has primary responsibility for managing the growth and development of foundation, corporate, and individual giving; and the development of new strategies to support revenue generation, particularly unrestricted funds. She/he will report to the Executive Director and is **responsible to spearheading fund development efforts for an annual operational budget of \$7,000,000+**. Proyecto Pastoral is currently in the strategic planning process and anticipates up to 30% growth over the next 3-5 years.

### **KEY RESPONSIBILITIES**

#### ***Leadership and Management***

- Develop annual development goals, budgets, and plans in collaboration with the executive team, board members and program directors.
- Lead the development team and manage the annual development plan, including tracking and communication systems to reach or exceed fundraising goals. Effectively manage all direct reports ensuring all staff members have the essential skills and knowledge in grant writing and compliance, fundraising, marketing and communications.
- Provide vision for short and long-term fundraising strategies.
- Work with the Board of Directors and ED by creating tools and processes to help board members fulfill fundraising goals and in broadening Proyecto's network of support.
- Lead and coordinate the Friends of Proyecto advisory group, and other fundraising volunteers.
- Maintain regular communication with key external audiences, promote special activities and achievements using all forms of media; and attending networking events.
- Lead in planning and coordinating fundraising events and campaigns such as biannual gala, the women's conference, board parties, and women of impact.

### ***Oversee and Implement Private/Public Sector Fundraising Operations***

- Lead the planning and execution of annual (and strategic) fundraising plan, targeting individuals, foundations, corporations and government grants, and coordinating the support and involvement of staff, advisory board, and board members in fundraising activities.
- Provide oversight of grant writing & reporting, and coordinate direct mail appeals, newsletters, holiday drives and all other fundraising activities, while ensuring consistent standards.
- Assist in design and implementation of organization wide strategies for growth
- Develop and maintain positive relationships with funders, donors, and media
- Lead the communications effort for the organization: responsible for overseeing media and public relations, website, social media, reports, e-newsletters and newsletters

### ***Donor Relations***

- Manage development department operations, including gift accounting, and acknowledgement, management of donor records, donor stewardship and reconciliation with finance department.
- Expand donors through research, networking opportunities, relationship building and outreach.
- Work with the ED, BOD and staff in developing and executing a major gift strategy
- Regularly evaluate the effectiveness of fundraising strategies and identify major gift prospects, with the goal of increasing the number and size of gifts and diversifying the donor base

### ***General Proyecto Pastoral Employee Organizational Responsibilities***

- Demonstrate enthusiasm for Proyecto Pastoral and a strong commitment to its mission, including its community building vision and founding Jesuit values
- Be an active team member supporting other staff members
- Participate in Proyecto Pastoral events and activities

### **QUALIFICATIONS:**

- Demonstrated success leading a development team to execute fundraising plans, especially individual donor and major gift campaigns
- Demonstrated success in grant writing and awards and has excellent knowledge of grants available for submission in Proyecto's various program areas.
- Experience establishing and managing development systems and communication tools that support fundraising activities; including donor research, contact, solicitation and follow-up
- Enthusiastic team builder with strong leadership skills including: relationship building, strategic planning, verbal and written communication, organizational and time management abilities
- Ability to coach, train, and support diverse staff in grantseeking and other fundraising activities.
- Resilient, self-starter with a good sense of humor, and flexible team player with a strong work ethic, who is able to work flexible hours when needed including some evenings and weekends.
- Highly skilled and comfortable interfacing with funders (corporate, public and private foundations) in the greater LA area, and exploring and building opportunities for new partnership

### **EXPERIENCE AND EDUCATION**

- 8 to 10 years experience (minimum of 3 years at a senior level) that demonstrates a sophisticated and deep knowledge of development and marketing techniques and best practices; prefer experience fundraising in similar community-based and social justice organizations.

- Have a broad knowledge of non-profit organizational operations and program development and the ability to provide strategic input as part of the agency leadership.
- Undergrad degree required; continued education in fundraising and philanthropic subjects.
- Adept at working in a complex organizational environment. A track record of success working collaboratively with diverse staff, community residents, public officials & agency partners to leverage resources.
- Knowledge of Microsoft suite of programs as well as Donor Perfect or similar donor management system to facilitate individual donor cultivation
- Spanish language a benefit to the applicant but not required.

**Benefits:** Full-time, exempt with excellent benefit package which includes health, dental, vision, vacation, sick days, holidays, and 401k plan.

**HOW TO APPLY:**

**Interested applicants should send cover and resume to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org). Only emailed applications will be accepted, please indicate “Director of Development & Communications” in the subject line of the email.** For questions please visit our website at [www.proyectopastoral.org](http://www.proyectopastoral.org).

*Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.*