



## **JOB DESCRIPTION – DIRECTOR OF DEVELOPMENT**

### **Director of Development**

**Salary:** \$100-125k plus benefits

**Type:** Full Time, Exempt

**Schedule:** Hybrid work schedule

**Reports to:** Founder/CEO and Executive Director with clear reporting lines

**Fundraising goal:** \$2-3 Million dollars annually

### **Summary:**

Village for Vets is seeking a qualified candidate to join our team as Director of Development. The Director of Development will be responsible for goal-driven development planning and building a base of support. A primary focus of the work will be the solicitation of major gifts.

The Director of Development is a new position for Village for Vets. This is a perfect opportunity for an experienced fundraising professional to build on an existing foundation of work to create a formal development infrastructure. Qualified candidates will have experience working with corporate and individual donors through a full spectrum of donor engagement that includes prospect identification and donor cultivation, solicitation, and stewardship. They will also have experience with development department administration.

### **Responsibilities:**

- Take the lead on fund development planning and goalsetting
- Manage existing donor relationships
- Build a major gifts program; manage donor moves and lead gift solicitation and donor stewardship activities
- Lead annual campaign initiatives and appeals and implement new strategies to engage annual donors year-round
- Develop special campaigns as needed
- Plan and execute special events including boutique fundraising events for major donors
- Provide oversight and set priorities for grant seeking, and review grant proposals as needed
- Support donor outreach and engagement through attendance at community events, local networking, and donor meetings; lead tours of the VA campus for donors and other stakeholders
- Establish a foundation for a gift planning program that will build capacity over time
- Work with the Board of Directors to create a Development Committee; staff and support committee meetings and activities
- Attend quarterly board meetings; be prepared to report on fund development activities and progress towards meeting goals
- Provide regular progress reports to leadership as requested
- Drive content and direction for development-related communications

**Village for Vets is a 501c3 nonprofit organization Tax ID #81-1275379**

**11620 Wilshire Blvd., Suite 410 | Los Angeles, CA 90025**

**T 424-248-5263 | E [info@villageforvets.org](mailto:info@villageforvets.org)**



- Maintain meticulous donor records and files using existing CRM and cloud-based file storage systems
- Establish best practice systems and processes for recording donor data, gift processing, gift acknowledgment, moves management, and reporting
- Support development department administrative tasks listed above until the organization is ready to hire additional staff
- Hire and train new staff as needed to support the growth of the development department
- Promote workplace vision and culture and always demonstrate professional conduct
- Perform other related duties as needed

#### **Minimum Qualifications**

- Bachelor's degree or equivalent lived experience that demonstrates independence, exceptional critical thinking skills, and the ability to solve complex problems
- 3-5 years of direct fundraising experience; knowledge of the local donor landscape
- Management experience or a demonstrated ability to hire and manage a team as the department grows
- Strong keyboarding and technology skills
- Proficient in Microsoft Office Suite and development software including donor CRM, payment processing, event, and campaign management tools
- Proactive self-starter with the ability to work independently
- Ability to set clear priorities and multi-task effectively
- Exceptional follow-through and ability to complete projects thoroughly and in a timely manner
- Excellent interpersonal and customer service skills
- Ability to manage sensitive and confidential information with integrity
- Ability to demonstrate excellent attendance and be punctual
- Enthusiastically committed to the mission and health of the organization and the well-being of its team members
- Los Angeles resident with established office hours and the ability to meet in-person with donors and attend meetings regularly

Please respond with cover letter and resume to:

Executive Director Ben Perdue

E [Ben@villageforvets.org](mailto:Ben@villageforvets.org)

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