



JOB ANNOUNCEMENT

Position: Director of Development and Community Outreach

Hours: Full time

FLSA Category: Exempt

Location: Irvine, CA Office

Compensation: \$95,000-\$120,000

Reporting to: President/CEO

Are you interested in building your career with one of Southern California's leading non-profit organizations? Are you passionate about serving older adults and broadening awareness about these important members of our community? If so, consider a career with the Council on Aging – Southern California.

We are a locally based, 501(c)(3) non-profit corporation, with a mission to promote the independence, health and dignity of older and dependent adults through compassion, education and advocacy. For over 50 years, we have been a trusted source for unbiased information, programs and services that empower and protect older adults as they navigate the aging experience.

POSITION HIGHLIGHTS:

This is an exciting opportunity to lead the Council on Aging's Development and Community Outreach efforts. The Council provides programs and services to over 100,000 older adults and family caregivers throughout Southern California annually. As the number of older adults in our community rapidly grows, we must be prepared to support their needs to remain healthy, connected and protected.

The *Director of Development and Community Relations* will support the Chief Executive Officer (CEO) and the Board of Directors to initiate and implement outreach and development strategies to build agency awareness and increase financial support from key individuals, foundations, and corporate donors. The Director will lead a team of professionals responsible for fundraising, database management, special events, volunteer cultivation and corporate philanthropic support. In this role the Director will be part of the Council's leadership team who collaborate to achieve defined goals.

QUALIFICATIONS:

- Seasoned non-profit development leader with proven track record of consistently exceeding business and financial goals aligned with strategy and budgets
- Demonstrated success in networking and forging relationships with individual contributors, corporations, grantors, board members, philanthropists and foundations, driving increased grants, contributions and sponsorships
- Experience in collaborating with volunteers, as well as board and event committees
- Strong ability to create and execute strategic plans
- Experience in successfully managing and developing team members' skillsets and results
- Excellent written, verbal and presentation skills
- Bachelor's degree required, CFRE a plus
- Proof of eligibility to work in the United States
- Successfully complete a Live Scan fingerprinting background check



RESPONSIBILITIES:

- Lead the effort to raise \$650K annually through three annual events coupled with individual, foundation, corporate and estate plan giving
- Secure renewal of multi-year government grant-funded programs
- Develop, execute and lead the department's fundraising strategy and tactical plans in conjunction with the CEO
- Identify major prospective contributors, develop approach strategies, and lead processes to solicit, cultivate and build relationships with contributors and grantors
- Actively solicit new opportunities for revenue generation and strategic partnerships
- Personally identify and cultivate a broad portfolio of major contributors, grantors and sponsors, including individuals, foundations, corporations and government entities
- Lead the creation of a new framework for estate plan giving in conjunction with the CEO, COO and Board
- Work with the CEO to educate and train board members and program directors in donor cultivation and professional fundraising techniques.
- Working with event committees, develop and execute highly visible fundraising events each year that include "An Evening of Comedy" and "Pickleball Slam"
- Develop a multi-year strategy for the SmileMakers Program in collaboration with the SmileMakers Program Manager, including sponsorship, fundraising and impact plans
- Lead a strong board-driven, volunteer-supported, fundraising & development team, which includes the SmileMakers Program Manager, Database Administrator and the Special Events & Campaign Manager.
- In conjunction with the Marketing Manager, develop and implement outreach campaigns to help nurture and increase the total numbers of contributors to the organization.
- Oversee solicitation appeals, development collateral and social media in conjunction with the CEO
- Develop grant strategies and oversee the grant writing and reporting process in collaboration with Grants Manager, Program Directors, CEO and COO
- Partner with the COO and accounting team to facilitate accurate financial tracking and reporting processes and monthly reconciliation
- Ensure that appropriate donor records, communication and reporting systems are current, utilizing eTapestry and Constant Contact.
- Foster a high-quality customer relations experience among contributors and prospects in conjunction with the CEO
- Serve as a visible spokesperson and advocate for the Council on Aging – Southern California's mission and programs in the community

KNOWLEDGE, SKILLS AND ABILITIES:

- Highly entrepreneurial, resourceful and flexible
- Strategist adept at prioritizing, organizing and executing development business plans and forging outstanding contributor relationships
- A confident team builder with strong skills in management and leadership, focused on attainment of budgeted goals
- A catalyst capable of creating excitement and energy regarding the Council on Aging's programs, encouraging others to support the organization. Persuasive, persistent, and determined in the pursuit of the organization's fundraising goals



- Direct, honest, self-motivated, and diplomatic
- Understanding of the highly confidential and ethical nature of fundraising
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by the employee to successfully perform the functions of the job. Reasonable accommodation will be made to enable individuals with disabilities to perform this job.

While performing the duties of this job the employee will be required to sit for periods of time. Standing, walking and bending are required movements. The employee will occasionally need to lift approximately 20 lbs.

EQUAL EMPLOYMENT OPPORTUNITY:

The Council on Aging – Southern California is committed to a policy of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

HOW TO APPLY:

Please email a cover letter and resume to hr@coasc.org no later than May 15, 2024

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