

## **DIRECTOR OF DEVELOPMENT**

**JOB CATEGORY/DEPT:** DEVELOPMENT/ADMINISTRATION  
**FLSA STATUS:** EXEMPT  
**REPORTS TO:** EXECUTIVE DIRECTOR  
**REPORTING STAFF:** 3 FTE

### **JOB OVERVIEW:**

The Director of Development reports to the Executive Director and will manage and lead continuing efforts in special events production, corporate sponsorship, cultivation of private foundations, the annual giving campaign and grant writing. The person will be expected to exhibit proactive leadership skills in the development and management of major gifts, corporate relations and capital and endowment campaigns. This position provides strategic and operational leadership, vision, direction and oversight for WCC's comprehensive development and fundraising efforts.

### **JOB SUMMARY:**

**Responsibilities/Duties** include but are not limited to:

- Research and evaluate funding opportunities for potential sources of support to WCC
- Maintain a proactive, creative leadership role in developing and maintaining relationships with key funders, Board members, volunteers, and others.
- Manage a department of three including Volunteer and Special Events Coordinator, Development Communications Specialist and Administrative Assistant.
- Provide leadership and support to the Development Committee of the Board.
- Manage tracking and acknowledgement systems and departmental budgets
- Participate as a member of the Senior Staff to formulate and implement policies and plans that meet WCC's short and long term objectives.
- Research and evaluate funding opportunities for potential sources of support to WCC
- Manage marketing and communications functions to enhance and increase the Agency's image and visibility.
- Develop deep understanding of institutional history and programs. Identify and articulate specific organizational needs, which can be expressed as funding priorities.
- Other duties as required.

### **QUALIFICATIONS:**

- Bachelor's degree required; advanced degree preferred, and
- A minimum of 6 to 8 years of fundraising and management experience with a proven record of leadership – including management of a development department, successful cultivation and solicitation of large gifts, and
- A demonstrated working knowledge of all areas of fundraising.
- Exemplary written/verbal communication skills are required.

**Programs**

**HOW TO APPLY**

*Attention: Human Resources*

<b>VIA FAX</b>	<b>VIA MAIL</b>	<b>VIA EMAIL</b>
(310) 397-2213	12120 Wagner Street Culver City, California 90230	<a href="mailto:hr@westsidechildrens.org">hr@westsidechildrens.org</a>
<b>ON-LINE:</b>  <a href="http://www.Westsidechildrens.org">www.Westsidechildrens.org</a>		

**Please include a cover letter and resume.**

*Westside Children's Center provides foster care/adoption and family reunification services to children ages birth to twelve who have experienced child abuse and/or neglect. Over time our services have expanded to include childcare and adoption, as well as child development and family support services that strengthen families and support children. Please visit us at: [www.westsidechildrens.org](http://www.westsidechildrens.org)*

**EMPLOYMENT IS CONTINGENT UPON SATISFACTORY REFERENCE AND/OR EMPLOYMENT VERIFICATION CHECKS; CLEARANCE OF A FINGERPRINT BACKGROUND CHECK THROUGH THE DOJ, FBI & THE CHILD ABUSE INDEX CLEARANCE; AND A PHYSICAL INCLUDING TB TESTING.**

**PLEASE NO PHONE CALLS – ALL SUBMISSIONS WILL BE REVIEWED.  
WE ARE**