



POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Director of Development & Communication
<u>REPORTING TO:</u>	Chief Executive Officer
<u>LOCATION:</u>	Downtown Los Angeles (partial remote work possible)
<u>Website:</u>	www.greaterLAscouting.org

Overview

Greater Los Angeles Scouting, a California 501(c)3 corporation, is the premier scouting organization in the Southwestern United States and among the largest and most diverse in the nation. This is not your grandfather's, or even your father's scouting experience. We create the leaders of tomorrow by empowering youth to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. Through our Cub Scouts, Scouts, Venturing (high adventure programs), and Exploring (workforce development) program, Greater LA Scouting serves over 10,000 youth and young adults – from age 5 to 21 - and engages over 4,000 adult scouting volunteers each year.

Our alumni are business leaders, explorers, military heroes, government officials, entrepreneurs, entertainers and good citizens who contribute to the fabric and prosperity of America and their communities. The staff team is a group of dedicated professionals committed to creating a better tomorrow for young people and our nation via the experientially transformative power of Scouting.

Our 2023 operating budget is \$9.8M and we manage net assets of \$49M. The organization is primed for considerable growth and is searching for a development and communications leader who, in partnership with the CEO and board, can help propel our fundraising to the next level. The director of development and communication is a member of the senior leadership team. Leading a four-person department and in collaboration with the CEO, board development committee chair, board marketing & communications committee chair and others, this position leads the execution of all fundraising events, strategies, solicitations, donor relations, communications and marketing for the organization.

Value

Scouting provides unique, life-changing experiences youth can't get anywhere else.

Mission

Greater LA Scouting empowers young people to live meaningful lives through dynamic leadership opportunities and fun outdoor activities.

Vision

Greater LA Scouting is the leading provider of the most positive, exciting, safe, and rewarding youth leadership and outdoor experiences in Southern California. We embrace and celebrate the diversity of the communities we serve. Scouting is for everyone.

Position Overview

The Director of Development & Communication is responsible for all aspects of the organization's donor programs, including annual and major gifts, foundations and grants, special events, and planned gifts, along with communications and marketing functions including social media, traditional media, and internal and external publications. Additionally, the Director will be responsible for implementing comprehensive stewardship strategies of donors at all levels. This position is an exciting and challenging opportunity for a highly motivated, energetic fundraising and communications professional who is eager to participate in the evolution of an iconic Los Angeles youth organization.

SCOPE AND RESPONSIBILITIES:

- Works closely with the CEO/Scout Executive and the Board of Directors to pursue a coordinated and strategic program of annual, major, and planned gift prospects and donors.
- Responsible for raising \$3.5 million in direct support annually.
- Cultivate and manage an active portfolio of five, six, and seven-figure prospects through identification, research, solicitation and stewardship.
- Implement a comprehensive annual giving strategy that includes personal solicitation, direct mail, institutional giving, and fundraising events management. This will include individuals, corporations and foundations in early-stage cultivation and/or with whom the council has little to no relationship.
- Recruit, train, inspire, and staff volunteer committees of fundraising events.
- Document, contact, and strategize using the prospect tracking module of Blackbaud CRM
- Adheres to the policies and procedures for accepting, recording, and acknowledging gifts.
- Participates as a member of the Senior Leadership Team and serves as senior development and communication advisor to the CEO and board. Staffs the Board Development Committee.
- Supports strategic operating plans for the council as directed by the CEO/Scout Executive; establishes coordinated goals and implements programs to meet goals, development policies, and council priorities.
- Leads the organization of, and participates in, council events to cultivate relationships with donors, prospects, key volunteers, and all internal partners.
- Provides leadership to the development and communications team and inspires colleagues and volunteers to assist in identifying new and improved ways to create revenue for the organization.
- Pursues professional growth activities with the approval and support of the CEO/Scout Executive.
- Occasional overnight travel to conferences, donor meetings and professional development events.
- Other duties as assigned.

EXPERIENCE / SKILLS REQUIRED (AM I RIGHT FOR THIS JOB?)

You have a proven track-record of fundraising leadership and revenue success. And you are rarely satisfied with the idea that doing it the way it has always been done is always the way to keep doing it. You have a bachelor's degree from an accredited university or college, and eight years of experience in donor development, sales, business development or a similar field. Extensive knowledge of the Los Angeles philanthropic market and Certified Fund-Raising Executive (CFRE) certification are preferred, but you know lots of people without that certification that are still fundraising rockstars. You meet Scouting's leadership and membership standards and subscribe to the Scout Oath and Law. *Prior experience in Scouting is not required.*

You LOVE taking the initiative and creating bigger, better, faster and stronger results, and you thrive in a macro-management environment. You have never met a stranger and you jump at chances to engage in front of small groups and large. You have a tee-shirt that says "I love multitasking." Or maybe you don't, but it would describe you well. You can transition from zip-lining at Scout camp with a donor in the morning to donning evening attire for a formal dinner in downtown LA all in the same day. You communicate clearly and with confidence, and you understand how listening more than talking can be a powerful fundraising tool. You are bored if everyday is like the last and if you were a fighter jet pilot, your call-sign would be "adaptability." You bring your A-game everyday and you want to be around other people like you.

PERSONAL ATTRIBUTES:

- Excellent communication skills; written, oral, presentation skills. Can speak from the heart
- Demonstrates good listening skills
- Strong organizational skills with ability to drive initiatives to closure.
- Confidence
- Demonstrates charisma and enthusiasm
- Establishes collaborative working relationships
- Open to coaching and taking direction
- Integrity
- Passionate about the Scouting mission
- Able to give focused attention to donors
- High energy level, which translates to enthusiasm on the job
- Must be a self-starter

COMPENSATION:

Salary commensurate with skill and experience, in a hiring range of \$120,000 to \$150,000. Greater LA Scouting is an equal opportunity employer – if you have the talent and commitment, we want you to apply. In addition to offering a competitive salary, the position offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, a matching 403(b) retirement plan, plus reimbursement for authorized and approved business expenses. We also offer a generous vacation policy and 13-paid holidays per year.

CONTACT INFORMATION:

Applications without a cover letter will not be considered, no matter how awesome your resume is.

Submit your cover letter and resume to

Gracie Trevino

Gracie.Trevino@scouting.org