



POSITION DESCRIPTION

<u>POSITION TITLE:</u>	Development Manager
<u>REPORTING TO:</u>	Director of Development
<u>LOCATION:</u>	Downtown Los Angeles/Echo Park (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 2024 operating budget is \$9.4M and we manage net assets of \$49M. The organization is primed for considerable growth and is searching for a Development Manager to join a small shop tasked with raising over \$2.5M annually from private support, including annual giving, foundation grants, and special events, plus the support of product sales. The Development and Communications is a four-person department. This position is responsible for providing strategy and support for all fundraising events, annual solicitations, donor relations, foundation grants, and database management 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 Development Manager position, reporting to the Director of Development, is an exciting and challenging opportunity for a highly motivated, energetic fundraising professional eager to participate in the evolution of an iconic Los Angeles youth organization.

RESPONSIBILITIES

Donor Relations and Fundraising Strategy

- Partner with the Director of Development to implement existing fundraising strategy to raise \$2M+ annually and be a key partner in future fundraising strategic development.
- Manage a portfolio of corporate and individual donors; cultivate and solicit new donors and reestablish relationships with lapsed donors.
- Responsible for reaching corporate and individual revenue targets, as established in the annual fundraising plan and agreed upon with the Director of Development.
- Oversee solicitations, communications, and stewardship for the annual Friends of Scouting campaign.
- Collaborate with Field and Program Department to identify and coordinate program needs.

Database Management

- Enter, track, and update donor and prospect records in Raiser's Edge database
- Coordinate with Finance Department to ensure timely recording and acknowledgment of gifts.
- In coordination with the Development Assistant, create and generate standard and custom reports for development analytics

Events

- Partner with the Director of Development to execute multiple annual fundraising events including Good Character Gala, Business Leaders Breakfast, Wind Under the Wings brunch, VIP Days, and multiple district fundraising events.
- Oversee all aspects of Council-wide fundraising events; coordinate and communicate with vendors, sponsors, and attendees.
- Coordinate with the Communications Department on event marketing material and communication
- Manage event volunteer committees
- In coordination with the Development Assistant, create, track and update events in Blackbaud Raiser's Edge database
- Recruit, train, inspire, and staff volunteer committees of fundraising events.

Foundation Grants

With support of an outside grant consultant, and Director of Development:

- Write, organize, edit, and submit grant applications in accordance with grantor requirements and deadlines. Monitor and track the status of proposals.
- Research foundation and public opportunities that align with the organization's mission and impact with the funder respective priorities.
- Assemble all pertinent grant material necessary for final submission and develop proposal budgets in partnership with field/program services and accounting.
- Develop and maintain the calendar of grant-related deadlines, tracks necessary actions, and coordinate timelines with staff as needed.
- Write and submit all required grant reports and sponsorship reports to demonstrate impact to donors, investors, and stakeholders.
- Keep abreast of data, research, statistics, and information about issues, trends, and community needs relating to target populations and program services. o
- Work collaboratively with field/program team to obtain information needed for proposals and reports.

Other Tasks

- Provide support for additional development-related administrative tasks.
- Support Development Committee and Board of Directors meetings by providing updates and materials.
- Represent Greater LA Scouting at community-wide events to build a donor pipeline further and meet fundraising goals.

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 four years of experience in nonprofit fundraising or a similar field. Knowledge of the Los Angeles philanthropic market, and Blackbaud Raiser's Edge CRM is a major plus. 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 jump at chances to engage in front of small groups and large ones. 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 on the same day. You communicate clearly and confidently and understand how listening more than talking can be a powerful fundraising tool. You are bored if every day is like the last, and if you were a fighter jet pilot, your call sign would be "adaptability." You bring your A-game every day and want to be around other people like you.

PERSONAL ATTRIBUTES:

- Excellent communication skills; written, oral, and presentation skills. Can speak from the heart
- Demonstrates good listening skills
- Strong organizational skills with the 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 starting at \$90,000. 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
HR@GreaterLAScouting.org