



VISUAL COMMUNICATIONS
CONNECTING COMMUNITIES THROUGH MEDIA ARTS
Since 1970

EMPLOYMENT OPPORTUNITIES

POSITION: Director of Development

JOB DESCRIPTION:

The Director of Development position is responsible for Visual Communications fundraising efforts as a mid-size, full service media arts organization focused on serving Asian Pacific media arts and artists. S/he plans, directs and implements a comprehensive development program that generates individual donors, foundation, government and corporate support.

The job includes fund development, information management, marketing, research, grant writing and reporting. S/he will develop VC's individual and major donor plans in line with the Strategic Planning goals for the organization. S/he will also work closely with Program Staff in implementing fundraising and evaluation activities for our regular programs and will be a part of the core team during our annual Los Angeles Asian Pacific Film Festival. The Director of Development reports directly to the Executive Director.

PRIMARY RESPONSIBILITIES:

- Direct a fund development program that includes government, foundation and corporate gifts, special events and individual giving, and will develop major donor and planned giving efforts;
- Oversee and implement strategies that will grow annual revenue, writes proposals and secures funding from corporate and foundation donors;
- Research new grants and foundation initiatives, keeps current of funding trends;
- With the Executive Director and Board, build and sustain relationships with current, new and potential grant-giving organizations and individuals;
- Manage and coordinate annual fundraising campaigns and events;
- Maintain an accurate grants calendar and transmits this information weekly to the Executive Director;
- Manage individual donor campaigns, including membership renewals and special appeals;
- Manage organizational membership database – creates profiles and tracks donors and prospects;
- Assist with content development for the website, marketing materials, e-newsletters and social networking sites to ensure inclusion of donor-focused content;
- Assist with marketing of VC programs, implement marketing strategies, generate audiences and increase memberships;
- Work with the VC Board to enhance development efforts and individual giving campaigns;
- Represent VC at public events, conferences, and screenings as necessary.

QUALIFICATIONS:

- Personal commitment to goals and mission of Visual Communications a must
- Minimum three years experience in charitable fund development with proven results
- Experience working with mid-size organizations with annual income of approximately \$700k-\$1m
- Demonstrated success in successfully soliciting and securing major gifts from individuals
- Demonstrated success in securing major annual gifts from foundations and corporations
- Demonstrated success with grant writing, sponsorships and special events
- Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers and donors
- Excellent written/oral communication skills
- Computer literacy and competency with electronic donor tracking systems
- Contacts in the Asian Pacific and California philanthropic community desired

See more 



VISUAL COMMUNICATIONS • "Connecting Communities Through Media Arts" • www.vconline.org

120 Judge John Aiso Street, Basement Level • Los Angeles, CA 90012 • v 213 680 4462 • f 213 687 4848 • info@vconline.org



VISUAL COMMUNICATIONS
CONNECTING COMMUNITIES THROUGH MEDIA ARTS
Since 1970

EMPLOYMENT OPPORTUNITIES

SALARY:

Salary commensurate with experience

HOURS:

Full-time, 40 hours/week, full health and dental benefits, three weeks of paid vacation per year

TO APPLY:

Please email resume and cover letter to:

Shinae Yoon, Executive Director, Visual Communications, shinae@vconline.org.

DEADLINE:

Please apply by July 31, 2014

ABOUT VISUAL COMMUNICATIONS

Visual Communications develops the next generation of Asian American filmmakers and media professionals through mentorship and leadership opportunities towards sustainable careers in the arts. Through year-round financial and creative support, Visual Communication's mission is to develop and promote the diverse voices of Asian American filmmakers and media artists who empower communities, challenge perspectives, and shape the landscape of visual culture. For over four decades, the organization has created award-winning productions, nurtured young filmmakers, promoted new artistic talent, presented groundbreaking cinema, and preserved our visual history. Today, VC continues to be a conduit for the Asian Pacific global communities to the American public through its numerous film programs.

Founded in 1970 by a group of pioneering independent filmmakers, VC has evolved from being the first media arts center dedicated to the honest and accurate portrayals of Asian American people and heritage to an artistic development institute for Asian American media content creators. VC's annual **Los Angeles Asian Pacific Film Festival**, now in its 30th year, brings both classic and cutting-edge cinema to eager audiences through the Southland. VC's media arts training and education initiatives include the **Armed with a Camera Fellowship** for emerging artists, the **C3: Conference for Creative Content**, and seminars and workshops on digital video production. Our groundbreaking new artist services initiatives, the **VC Film Development Fund** and **Project Catalyst** — a film and media project market for Asian American filmmakers — serve as crucial portals for the production and promotion of independent media projects by and about Asian American communities.

Visual Communications is an equal opportunity employer.

