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JOB DESCRIPTION

Job Title: Director of Development
Employment Status: Full-Time Salaried
Salary: DOE

Organization Background:

The Little Tokyo Service Center Community Development Corporation (LTSC CDC) is a fast-paced nonprofit community development and multi-service organization. LTSC CDC provides a range of social services to a diverse population including seniors, families, victims of domestic violence, youth and others. LTSC CDC develops affordable housing and community development projects in Little Tokyo and the greater L.A. region, as well as provides an array of programs for housing and neighborhood residents including childcare, youth programs, and small business assistance.

Summary of Responsibilities:

We are seeking a Director of Development to oversee a multi-faceted fund development operation which includes foundation and corporate support, government grants, individual donors, fundraising events, fee income, and program-specific fundraising and campaigns. The Development Director will be responsible for:

- Helping Executive Management formulate and implement fund development goals and strategies
- Work with the Executive Director to cultivate and manage external relations with key corporate, institutional, foundation and government funders and donors
- Oversee, develop and grow the individual donor base including annual solicitations, in-kind and vehicle donations, major gifts, planned giving, and special campaigns to reach specific audiences or for specific programs
- Plan, coordinate and execute fundraising events including the annual signature fundraiser - the Sake and Food Tasting event
- Manage the Development Department including supervising staff, and overseeing the Department budget

Qualifications:

Minimum 3 years experience in a Development leadership position. Candidate must possess initiative and creativity in developing a vision and strategy for Fund Development. He/she needs to be able to an effective team-builder – both within the

Development Department, in the Executive Management Committee and in working with program managers across the organization. The candidate must have excellent interpersonal and communication skills with the ability to interact effectively with funders, individual donors, organizational partners, as well as staff across diverse cultures. Excellent organizational skills are necessary to oversee the broad range of activities required of this position. Candidate must have strong computer skills. Including proficiency with databases, Excel, powerpoint, graphics applications and the internet. Experience working with budgets and financial analysis is also important. As a key management position, he/she must have a strong personal commitment to community service and embrace the organization's mission.

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How to Apply:

Interested applicants should submit a cover letter and resume to Erich Nakano at enakano@ltsc.org. Applications will be accepted until the position is filled.