



**Job Title:** Vice President, Development  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Full-Time Exempt  
**Location:** Los Angeles, CA or Remote Location  
**Compensation:** Commensurate with Experience

**General Summary:**

The Vice President of Development is a full-time senior-level professional who will lead fundraising and donor relations at a newly established non-profit. The candidate must have a strong belief in the power of narrative change through storytelling in media, and a passion for justice system reform. This position is primarily responsible for the strategic development, implementation, and management of an aggressive grant submission calendar, including the coordination of interdepartmental communications to draft applications and reports, as well as an ongoing grants research campaign and identification of foundation grant prospects. This will be responsible for all grant and report writing as appropriate. The Vice President of Development is also responsible for identifying, cultivating, soliciting, and stewarding individual donors/prospects and growing the number of annual donors, the giving levels of individual donations, and converting annual donors to major donors. This person will carry a reasonably sized prospect pool and will be charged with growing that pool annually.

**Essential Duties & Responsibilities: (Other duties may be assigned at the discretion of the Supervisor)**

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Foundation & Corporate Relations**

- Conduct proactive donor cultivation including development of relationships with existing and potential corporate foundation and private foundation funders. Prospect, cultivate, solicit, and steward corporate and foundation funders in order to maintain and maximize engagement and philanthropy. Attend and host meetings, workshops, and site visits to engage donors, prospects, and partners.
- Develop proposals and collateral for funders. Write narrative for grants with help of contractors as needed.
- Directly solicit grants from corporate foundations and private foundations to support Represent Justice general operations, programs, and special projects.
- Execute follow-up related to funded proposals, e.g., progress reports, thank you letters, contracts, or letters of agreement, grant information sheets, press releases, etc.
- Work with Program team to understand programmatic goals, deliverables, and analysis of outcomes for grant proposals to ensure compliance to grant requirements and accurate and timely reporting.
- Manage a prospect pool of foundation contacts with annual goals for personal visits and giving outcomes.
- Develop a comprehensive calendar for all grants and prospective grants which includes preparation time, deadlines, submission dates, stewardship, deliverable report dates, and renewal dates.
- Maintain reports and budgets to track revenue goals and progress. Ensure CEO is briefed on all aspects of progress, challenges, and successes.
- Assist in determining annual giving goals for foundation funding and build strategic and tactical plans for achieving these goals. This strategy will be a comprehensive plan utilizing the resources available throughout the organization and Board of Directors.

- Coordinate with Operations to ensure the timely and thorough use of funds for purposes outlined by the funding source, and communication of proposed variances to use of funds, as necessary. Work with Operations on the collection and analysis of budget information for cost applications as well as grant reports.

### **Individual Donor Fundraising**

- Maintain fast-paced schedule of face-to-face visits to steward current donors and to engage current and new mid-level and major donor prospects, measured using moves management system.
- Develop and implement strategies for solicitation that will grow annual revenue from individuals, working collaboratively with other program areas to advance fundraising goals.
- Conduct prospect cultivation, directly and in collaboration with executive leadership team, campaign staff, auxiliary group members, and board members, as directed by CEO or CFO.
- Conduct major gift prospect identification.
- Write individualized cultivation, solicitation, and stewardship letters, proposals, and reports.
- Help expand and manage the planned giving portfolio.
- Provide comprehensive, timely, and innovative stewardship opportunities. Elevate the importance of stewarding all gifts and campaigns in ways that strengthen donor interest in, satisfaction with and commitment to Represent Justice.
- Develop strategies to upgrade members from online/direct mail solicitation to personal solicitation.
- Maintain accurate and complete records of donor communications and ensure that donor records are kept up to date.
- Collaborate with the team to plan events that maximize major donor and prospect cultivation opportunities.
- Assume other tasks and responsibilities, as needed.

### **Supervisory Responsibilities:**

This position may supervise vendors, consultants, and temporary employees, as necessary.

### **Qualifications & Experience:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully the Vice President of Development must be a skilled major gift fundraiser with a track record of successfully and strategically identifying, cultivating, and stewarding donors at the higher levels.

- Bachelor's degree and 8-10 years of successful fundraising and direct solicitation experience.
- Experience working with EveryAction or similar fundraising CRM.
- Experience working with private, family, and corporate foundations.
- Proven track record of personally closing five- and six –figure gifts.
- Superior interpersonal, verbal, and written communication skills.
- Familiarity with moves management system.
- Experience in collaborating with Board Members to identify, cultivate, and solicit donors.
- Knowledge of planned giving.
- Ability to engage in significant local travel.
- Ability to interface effectively with high-level Represent Justice donors and senior staff members.
- Ability to handle multiple, complex fundraising activities simultaneously in a fast-paced environment.

- Demonstrated knowledge of Excel and Word; experience with donor databases preferred.
- Proven communications skills including experience in writing direct mail appeals, e-appeals, websites, and social media communications.
- Experience with project management, budgeting, and event planning preferred.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and attend to follow-through.
- Experience with film campaigns and knowledge of the entertainment industry preferred.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk to hear. The employee is occasionally required to lift up to 25 pounds. The vision requirements include: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.