

Position: Development and Operations Manager

Organization:

LA Voice is an interfaith, multi-ethnic organization working to transform Los Angeles County into a community that reflects the dignity of all people. We believe all people have power and a voice. Every day we amplify that power by uniting diverse faith voices and equipping leaders to stand-up for what their communities need, winning systems changes that improve the lives of Angelenos. We are made up of 36 churches, synagogues, and mosques that represent more than 40,000 families in Los Angeles.

LA Voice is helping to lead some of the most important fights for justice and equality in the region, including: organizing formerly incarcerated Angelenos and allies to dismantle mass incarceration and increase success of those coming home through the Fair Chance Initiative and implementation of Prop 47; winning health care access for undocumented families in our county; protecting and expanding affordable housing as the transit system grows; and shaping education policy to target the needs of low income communities and communities of color.

LA Voice is a member of PICO National Network, the largest grassroots faith-based network in the U.S.

Position Summary: LA Voice is seeking an experienced development and operations lead to secure more than \$1 million dollars annually to ensure the availability of sufficient financial resources for the fulfillment of LA Voice's mission. The Development and Operations Manager is responsible for maintaining, growing and diversifying LA Voice's funding base, as well as managing organizational operations. Candidates should be capable of utilizing tried and true fundraising strategies as well as modeling and experimenting with innovative approaches. This position reports to the Executive Director, but works closely with all members of the staff, volunteers and the Board of Directors. This is an amazing opportunity for someone who wants to be a part of a growing organization impacting real positive, systemic change in Los Angeles.

Essential Functions (to include, but not limited to):

- Responsible for designing and implementing the organization's fund development plan and strategies including personal giving, donor cultivation, grant writing, donor relations, and member dues
- Perform fund development activities including prospect research, write grant proposals, draft all corporate and foundation grant proposals, follow-up and monitor status of grant proposals, develop and maintain tracking report on grant activity, and communicating grant status and awards to proper personnel
- Prepare proposals, reports, email updates, collateral material, and other documents that are compelling and responsive to funder interests. This includes drafting, editing, formatting, and assembling required materials
- Research current and prospective foundations and corporations, and prepare briefing materials to equip staff for meetings with funders
- Create and execute various fundraising campaigns, including digital, mailings and publications throughout the year
- Implement initiatives to focus on donor acquisition, donor retention and increasing annual donor gifts
- Lead efforts to diversify funding sources through identification of new opportunities for funding that align with LA Voice's work, major donors, earned income, and/or other strategies to raise unrestricted funding
- Oversee and manage internal operations of organization with assistance from the



- Operations Assistant
- Perform other duties as assigned

Qualifications:

Required:

- +5 years professional experience in development preferably in a nonprofit and/or social-change environment
- Bachelor's degree or equivalent combination of education and experience.
- At least 3 years track record of success with fundraising from a variety of sources, including foundations, individuals and other sources.
- Proven track record in achieving or exceeding annual goals for fundraising and grants through corporate and foundation giving and grant proposals
- Track record of strong collaboration with others: able to "manage up" and with peers, and reliably get things done.
- Excellent oral and written communication skills, and strong attention to detail
- Ability to work independently, and as part of team
- Ability to manage multiple tasks, projects, and deadlines
- Proficient in Microsoft applications: Word, Excel, PowerPoint
- Able and willing to accommodate occasional evening and weekend work
- Experience with donor management software (preferably Salsa and GiftWorks)
- Cultural competence to support and promote a multi-racial, interfaith environment

Preferred:

- Experience developing online fundraising programs including direct experience with email and digital campaigns
- Experience as a manager
- Bilingual in English/Spanish
- Familiarity with community organizing
- Experience managing non-profit operations

Compensation

Salary DOE

Application Procedure:

All applicants must apply for this position online. Click [here](#) or go to: <http://bit.ly/DevOpMgr>

Please have the following four (4) documents ready to upload to your online application:

- An electronic file of your resume (preferably in PDF format) including 2 references and salary history;
- A cover letter (stating why you would be the ideal person for this position);
- Two writing samples (demonstrating your ability to think critically and communicate effectively).

If you need assistance or experience any technical difficulties with your online application, please contact careers@piconetwork.org. Resumes will not be accepted via this email address. You may encounter difficulties if using Google Chrome as your browser. If so, please try another browser.

