

## **CAREER OPPORTUNITY**

<b>POSITION TITLE:</b>	<b>Development Manager</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>FLSA STATUS:</b>	<b>Full-Time/Exempt</b>
<b>RECRUITMENT FOCUS:</b>	<b>External</b>

### **ORGANIZATION SUMMARY**

The Los Angeles Neighborhood Land Trust (LANLT) is an independent non-profit organization at the forefront of facilitating the creation of small, accessible community green and open space, such as parks and gardens, to address the inequity of open spaces in Los Angeles' underserved neighborhoods, and to ensure community participation and collaboration in every step of the process. Please visit [www.lanlt.org](http://www.lanlt.org) for more information about the organization.

### **POSITION SUMMARY**

A central component of administrative operations, the Development Manager supports the Executive Director and the Board of Directors in identifying, cultivating, soliciting, and stewarding major gift donors; develops fundraising strategies; serves as development liaison; supports budget, projects, goals, and strategic planning. The Development Manager will be responsible for growing foundation grants and corporate funders. Additionally, the Development Manager provides support to the Executive Director and the Board of Directors on special projects, fundraising events, and other organizational gatherings. The Development Manager will be responsible for increasing revenue and donors to LANLT. The Development Manager position performs work in both office and off-site/field environments.

### **ESSENTIAL FUNCTIONS**

- Responsible for increasing revenue and donors to LANLT.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to government, foundation, and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for individual, government, foundation and corporate grants.
- Develop and execute annual fundraising plan.
- Work with LANLT administration to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including working with the Executive Director to provide regular written updates to corporate and foundation donors.
- Understanding of LANLT institutional history and programs.
- Develop, and maintain ongoing relationships with major donors, make appointments and meet with

foundation officers and other prospects, arrange for onsite tours for supporters.

- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc.).
- Work with LANLT staff members to provide development input for all written institutional materials (including Annual Report, Member magazine).
- Assist with other fundraising projects as requested.
- Direct a variety of events including mailings, rsvp's, luncheons, receptions, invitations, catering, rentals, budgeting and staffing.
- Manage and update LANLT development and marketing materials.
- Maintain the LANLT fundraising and donor database, and oversee all contact management processes.

### SUPERVISION/ACCOUNTABILITY

- *Complexity*: The Development Manager position is a full-time/exempt position, reports directly to the Executive Director, and is generally responsible for carrying through entire functions of considerable importance. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. Reliability and quality of work will be emphasized.
- *Supervisory Responsibilities*: The Development Manager may supervise staff members, interns, and volunteers.

### COMPETENCIES/SUCCESS FACTORS

**Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Written Communication** – Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Business Acumen** – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

**Strategic Thinking** – Understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

**Motivation** – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Innovation** – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Results-Oriented** – Ability to set goals and implement them to achieve results.

### MINIMUM REQUIREMENTS/QUALIFICATIONS

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** – Bachelor's degree with a minimum of four years related experience in grant writing, contract administration budgeting, and donor relations.
- **Proven Track Record**- In writing grants and raising money from corporate and foundation funders.
- **Time Management**- Ability to meet deadlines, manage multiple projects and prioritize well. Comfort

in fast paced environment.

- **Work with diverse constituency** - Ability to work well with diverse constituencies.
- **Reasoning Ability** – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills** – Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), and database applications.

#### **OTHER REQUIREMENTS**

- If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California (REQUIRED).
- Reference checks will be conducted. Employment is also contingent upon receipt of acceptable references (REQUIRED).
- Special Requirements – If necessary, occasional overnight travel within the state required.

#### **SALARY AND BENEFITS**

The Development Officer position is a full-time, exempt position. The Los Angeles Neighborhood Land Trust offers very competitive Salary and Benefits. Salary is based on qualifications and experience.

#### **APPLICATION PROCEDURE**

Interested parties should submit an application, cover letter, resume and three references to:

Alina Bokde, Executive Director  
315 West Ninth Street, Suite 1002  
Los Angeles, CA 90015  
Phone: 213.572.0191  
Fax: 213.572.0192  
Email: [abokde@lanlt.org](mailto:abokde@lanlt.org)  
[www.lanlt.org](http://www.lanlt.org)

The Los Angeles Neighborhood Land Trust is an Equal Opportunity Employer m/f/v/d.