



Title: Director of Development
Status: Full-Time
Reports to: Executive Director

THE ORGANIZATION

The OUR HOUSE Grief Support Center mission is to provide the community with grief support services, education, resources, and hope. Since 1993, OUR HOUSE has helped thousands of children, teens, and adults as they embark upon their journeys to hope and healing. OUR HOUSE provides essential grief support for a universal experience that deserves heightened understanding and acceptance. Its programs and services include in-house adult and children grief support groups, school-based grief support, professional grief trainings, children's grief camp, on-site grief response, and grief support tools and resources.

Grief Support Groups

OUR HOUSE grief support groups create a warm environment of safety and comfort in which children, teens, and adults find the support they need from others who have also experienced the death of someone close. Led by highly trained volunteers, groups are age- and relationship- specific. OUR HOUSE also offers grief support groups in local schools helping grieving children in low-income, underserved areas of Los Angeles County.

Education

OUR HOUSE is a leading provider of grief education, offering workshops, seminars, and in-service training to mental health and medical professionals, clergy, educators, and other members of the community who interact with bereaved families. The OUR HOUSE grief education program is part of the curricula for students at USC's Keck and UCLA's David Geffen Schools of Medicine and the American Jewish University.

Resources

OUR HOUSE is the most recognized grief support center in California. On-site grief support and interventions are available to schools and businesses throughout the greater Los Angeles area. The organization serves as a resource for referrals to services in centers throughout the country.

Hope

Over 250 professionally trained and supervised volunteers contribute more than 17,000 volunteer hours annually to OUR HOUSE. They bring empathy, understanding, and hope to grieving adults, teens, and children.

As a nonsectarian, nonprofit organization, OUR HOUSE is reliant on the generosity of donors, corporate/community partners, and annual fundraising events. As of October 2016, OUR HOUSE Grief Support Center has received and maintained a 4-star rating from Charity Navigator. For more information, please visit www.ourhouse-grief.org

THE OPPORTUNITY

The Director of Development will be a key member of the agency's leadership team, with diverse responsibilities that include: manage, supervise, and empower the Fund Development team; guide creative strategic planning for agency sustainment and expansion; oversee all fundraising, cultivation, and stewardship, in partnership with staff, Board of Directors and community leaders; and lead donor data management.

TRAITS AND CHARACTERISTICS DESIRED

OUR HOUSE is seeking an experienced fundraising professional with a demonstrated track record of personally closing gifts of \$10K-\$1M+. Experience cultivating individuals, corporate and foundation relations is required.

The DOD should possess excellent computer and writing skills for various audiences such as institutional funders, subject matter experts, lay persons, and the general public. Attention to detail, organization and strong interpersonal skills and ability to build bridges and collaborative relationships within the organization and multiple constituencies with astuteness, professionalism and agility is also required.

Specific Duties:

Leadership, Management, and Supervisory Responsibilities

- Lead, direct, and oversee all aspects of Fund Development team's fundraising, marketing and social media efforts
- Supervise all members of the Fund Development team, and provide leadership, mentorship, expectations, and support; provide ongoing training, empowerment, and coaching
- Participate in, conduct and lead team meetings in various configurations to ensure communication, clarity, consistency among the team members
- Responsible for recruiting, hiring, orienting, reviewing, sustaining, and releasing Fund Development team members as needed
- Student intern supervision may be included in the future

Strategic Planning

- Participate with agency leadership to develop three-year strategic plans which guide OUR HOUSE's growth and sustainment
- Determine strategic growth numbers and concepts annually related to financial sustainability; oversee ongoing financial efforts; review and revise plans to continually assess measurable performance priorities
- Gather, interpret and articulate Fund Development information to inform planning, ranging from financial environment to internal and community trends and resources, to barriers to growth

Fund Development and Planning

- Lead staff and volunteers to institutionalize philanthropy and fund development within OUR HOUSE. Help develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization to attract, retain and motivate donors and fundraising volunteers
- Work closely with clinical team to establish protocol for fundraising efforts with alumni and program volunteers
- Design and implement an annual fund development plan: identify, qualify, and develop donors and contributions to support the organization. Help establish measurable performance benchmarks. Monitor and report data and results every month, and work with the Executive Director, development committees, and Board of Directors in evaluating the effectiveness of OUR HOUSE's fund development activities and methods
- Provide oversight of fund development operations, volunteer/donor management tools, research and cultivation, gift processing, and recognition
- Educate and foster leadership in the fund development committee and among board members
- Work individually with the Board of Directors to establish and promote yearly fundraising goals
- Maintain accountability, security, and compliance standards for donors and funding sources
- Oversee execution of program, impact, and annual donor reports
- Oversee the drafting of high-quality and timely grant proposals, LOIs, sponsorship documents, correspondence, impact/stewardship reports, and other documents to request funding and support best practices in corporate and foundation relations
- Track and maintain donor information and gifts on an ongoing basis.

Major Gifts and Planned Giving

- Design, develop and implement Major Gifts and Planned Giving programs, including individual donor plans and exploring the feasibility of a Donor Leadership Circle to recognize donor investment in OUR HOUSE
- Manage and cultivate relationships with existing major donors and planned giving prospects and identify and steward new prospects.

- In partnership with the Executive Director, Board members, and other partners, secure major gifts at the \$5K plus level through direct solicitations, intimate gatherings, and other events
- Develop and manage donor and prospect portfolios through OUR HOUSE's donor database solution, making use of wealth screening tools as appropriate
- Work with the development team to align major/planned giving efforts with other fundraising and marketing activities

Fundraising Events

- Provide end-to-end support and participate in several key annual events, as well as ad hoc stewardship events throughout the year. Current and future annual events include Run for Hope, Volunteer Luncheon, House of Hope Gala, Night for Hope, Salon fundraising events, plus additional events as necessary
- Support the Development Manager – Events to solicit, negotiate, and secure corporate gifts to support event needs, enhance relationships, and promote awareness for OUR HOUSE.
- Identify cost savings, redundancies, and revenue opportunities in all event planning and preparations.
- Support the Development Manager - Events in the coordination of all event logistics and silent auctions including sourcing, hiring, negotiating, and managing vendors.
- Motivate, lead, set priorities for, and manage performance of internal staff, volunteers, and others at each event.

Culture of Cultivation

- Establish and reinforce a culture of ongoing individual cultivation, stewardship and relationship-based fundraising
- Educate and reinforce methods and strengths of long-term development approaches with OUR HOUSE boards, staff, and volunteers
- Promote a consistent cycle of donor recognition through the prompt processing of acknowledgment letters, gift receipts and donor outreach. Streamline donor outreach to avoid “donor fatigue”
- Collaborate with Operations staff to prepare and mail acknowledgement letters to donors.
- Coordinate and execute an ongoing stewardship program for special recognition groups (alumni, volunteers, event attendees, etc.).

Liaison to Agency Boards and Overall Agency Responsibilities

- Attend Board of Director, Associate Board and Valley Advisory Board meetings
- Collaborate with staff and volunteers re: cultivation activities, such as those connected to Alumni and Volunteers
- Work closely with Board of Directors liaison and Fund Development Chair to ensure open lines of communication between Board of Directors and Fund Development Team.
- Attend and participate annually in events planned with the collaboration of each board including: Run for Hope, Volunteer Luncheon, House of Hope Gala, Night for Hope, Salon fundraising events, plus additional events as available
- Attend staff meetings and annual retreats, and present team updates as requested

Marketing and Outreach/Networking in the Community

- Supervise the agency's marketing, website and social media functions
- Facilitate meetings for team and E.D. to be a part of expanding the agency's circle of influence
- Identify strong ambassadors to increase awareness of the agency to further the agency's mission

Professional Development

- Attend conferences and continuing education to increase skills and knowledge
- Remain current with latest theories, research, developments and trends in philanthropy and the non-profit sector, and assess and interpret findings to inform direction of agency's cultivation efforts

ADDITIONAL SKILLS

Fluency in Microsoft 365 and Google Workspace products is necessary to conduct day to day required tasks. Experience working with a Donor Management software such as Salesforce, Raiser's Edge or DonorPerfect is also required.

EDUCATION

A minimum of a bachelor's degree is required.

COMPENSATION

The Director of Development is a full-time, exempt position. Annual salary range is \$125,000-\$140,000 depending on experience, plus comprehensive benefits.

TO APPLY:

Please direct inquiries and applications, including resume and a compelling letter of interest, a one (1) page writing sample, and three (3) professional references in confidence to: careers@ourhouse-grief.org. No phone calls please.

OUR HOUSE Grief Support Center is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.

The above description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position, but they are intended to describe the general nature of the work being performed by this Director of Development.