

JOB DESCRIPTION – DEVELOPMENT DIRECTOR

POSITION: Development Director
LOCATION: Los Angeles, CA
REPORTS TO: Chief Executive Officer (CEO)

BACKGROUND

The Partnership for Los Angeles Schools (“The Partnership”) was founded in 2007 as the cornerstone of Mayor Antonio Villaraigosa’s strategy to improve education in Los Angeles. It is structured as an independent, nonprofit organization that contracts with LAUSD to transform schools across four underperforming families of schools (a K-12 feeder pattern). The mission of The Partnership is to transform teaching and learning so that all students have a foundation for academic excellence and personal success.

Today, The Partnership is transforming 21 of the lowest performing schools in LAUSD and serving approximately 20,000 students. It is the only major turnaround organization operating at scale in California. The Partnership has achieved promising results in its first two years. Some of the initial results include:

- 36-point average two year growth on the Academic Performance Index (API) across all Partnership schools.
- 99th Street Elementary’s API score jumped 52 points last year and 106 points over the last two years, placing it in the top 2% of all LAUSD schools in terms of growth; and
- Roosevelt High School had the two greatest years of consecutive API growth during the school’s history.

The Partnership has strong relationships with the philanthropic community as well as the corporate sector. This includes a \$50 million pledge over ten years from a single private donor and a growing network of high quality partnerships with businesses like Fox Sports West and DIRECTV. Other key funders and supporters include the Gates Foundation, Irvine Foundation, Annenberg Foundation, California Community Foundation, and Wells Fargo Foundation. In addition, The Partnership has begun to mine government grant opportunities such as a \$27 million in School Improvement Grant.

For more information, please visit www.partnershipLA.org.

OPPORTUNITY

The Partnership is seeking an innovative, self motivated individual to deepen and expand its private and public fundraising efforts. The Development Director will report directly to the CEO but will also be expected to work closely with the Director of Strategic Partnerships to build a strong, proactive development office. (The Director of Strategic Partnerships also reports to the CEO.) The Development Director will directly manage a new Development Manager position.

Responsibilities include, but are *not* limited to:

Action Planning and Implementation

- Oversee *all* aspects of The Partnership's private and public fundraising efforts.
- Write and submit excellent grant proposals, funding requests, and funder reports.
- Immediately develop a comprehensive fundraising strategy and action plan to raise \$3 to \$5 million annually in new operating funds from private sources *and* aggressively pursue government grant opportunities.
 - The strategic plan should carefully align with data about school needs *and* address new donor cultivation, online fundraising, as well as the most effective role(s) for key leaders/stakeholders.
- Craft and implement a fundraising "events" plan of action that closely aligns with fundraising strategies/goals and realistically matches internal resources and external interest.
- Effectively utilize and manage The Partnership's Advisory Board. Develop a strategy for identifying and recruiting new Advisory Board members.
- Work with Director of Strategic Partnerships to build relationships with non-profits, universities, and government agencies to enhance fundraising efforts.
- Enhance The Partnership's fundraising efforts with innovative ideas and strategies.

Grantor Relations and Communications

- Create compelling collateral fundraising materials in collaboration with The Partnership's Director of Communications.
- Develop and maintain productive, consistent, and timely communication channels with CEO, Board, Director of Strategic Partnerships as well as Mayoral staff about funding requests, donor cultivation, and significant development challenges and milestones.
- Ensure that CEO, Board, and Mayor's Office have up-to-date, strategic, and concise briefings for all fundraising meetings and functions.
- Ensure that major donors are consistently and appropriately updated about major milestones and challenges of The Partnership.

Management

- Manage all funder relationships including individual donors, foundation representatives, corporate executives, and government leaders. Be comfortable as a lead contact and as support staff.
- Effectively supervise the new Development Manager, including day to day oversight and clear, measurable long term goals.
- With the Development Manager, build database system to track all fundraising activities, prepare timely grant reports, research best practices, and review RFPs/calls for proposals.
- Prepare quarterly internal reports to The Partnership's leadership team about the development team's goals and progress toward those goals.

QUALIFICATIONS The ideal candidate will have:

Experience:

- Bachelor's degree from an accredited university.
- Graduate degree preferred.
- 10 years of work experience in non-profit field.
- 5 years of work experience in the non-profit development field
- Experience managing direct reports as well as cross functional teams.
- Experience working in a fast-paced, entrepreneurial environment.
- Proven ability to execute effectively against strategy.

Skills:

- Superb writing and editing skills.
- Ease at managing competing demands and quickly determining top priorities.
- Strong presentation and facilitation skills.
- Ability to devise, adjust, and implement strategic work plans.
- Outstanding project management and organizational skills.
- Ability to “manage across” and “manage up” within a small, diverse non-profit organization.
- Ability to use data to drive decisions and work plans.
- Political acumen.
- Capable of networking and interacting with large groups, senior executives, and major philanthropists.

Personal Characteristics:

- Enthusiasm to help The Partnership achieve its mission by building a strong, proactive development strategy and team.
- Fierce commitment to improving academic achievement for the students attending the public schools managed by The Partnership.
- Desire to hold oneself accountable for results and be transparent about success and short comings.
- Humility and respect for hard work of school professionals and school parents.
- Sense of responsibility and stewardship for the philanthropic funds entrusted to The Partnership.

SALARY AND BENEFITS

The Partnership offers a competitive benefits package. Salary will be commensurate with the final candidate's experience level and salary history.

TO APPLY

If you are interested in this opportunity, please send your resume and cover letter to:

- Email: Employment@partnershipla.org
- Please write your Last Name and “Development Director” in the subject heading.