



Non-Profit Job List: March 23rd, 2011

Executive Vice President, Braille Institute of America, Los Angeles

Reporting to the President, the Executive Vice President will be responsible for developing and maintaining a high performing organization, characterized by a commitment to quality, teamwork, mutual respect, and service. S/he will coordinate with all other organizational colleagues to ensure maximum effectiveness and efficiency of Braille Institute operations and infrastructure and will assist the President and CFO in the preparation of the annual budget. In addition, s/he will assist with organizational planning, including the development and execution of Braille Institute's strategic plan. S/he will represent Braille Institute at a variety of meetings within the organization (including attending the Board meetings as well as Committee meetings of the Board) and in the community and will fulfill speaking engagements and participate in promoting Braille Institute to current and prospective individual and foundation donors. Bachelor's degree required; advanced degree in nonprofit management or a related field preferred. To apply send cover letter and resume to mb@morrisberger.com

Vice President of Resource Development, Habitat for Humanity of Greater Los Angeles

Habitat for Humanity of Greater Los Angeles (HFH-GLA) seeks a Vice President of Resource Development (VP-RD). Reporting to the President and CEO, the VP-RD will play a critical role in the continued growth of the organization. The VP-RD will lead a team of development professionals to raise philanthropic revenue and assist in developing prospect cultivation and solicitation strategies, will cultivate and solicit major gifts from key prospects, and serve as a key liaison to the Board of Directors and fund raising committees. HFH-GLA will consider applicants with college degrees who have a clear track record of success in cultivating and soliciting major support from foundations, corporations and individual philanthropists. The successful candidate must have at least seven years of experience in progressively responsible fund raising positions, including direct responsibility for cultivating, soliciting and stewarding individual gifts of \$25,000 or more. For more information and to apply visit: www.habitatla.org or <http://www.habitatla.org/about-us/career-opportunities/employment/>

Vice President for Advancement and External Affairs, Library Foundation of Los Angeles

Reporting to the President, position will oversee the day-to-day operations off fundraising and marketing divisions of the Foundation. Fundraising efforts include the major donor program and the membership program, foundation and corporate grants, the annual awards dinner, direct mail solicitations and web-based fundraising. Position will oversee the management of marketing and communications including the expansion of the Foundation's outreach support within the communities served by the LA Public Library. Bachelor's degree required. To apply send cover letter and resume to HR@lfla.org with "Vice President for Advancement and External Affairs" in the subject.

Early Head Start Family Advocate, Westside Children's Center, Los Angeles

Reporting to the Early Head Start Program Manager, position will provide support services to children and family ages 3 months — 36 months in a home base setting. Overall responsibilities include: keeping parents well informed and involved in their family's development and provide support services to encourage parents as they identify their strengths, set and accomplish their goals based upon their culture, language and family practices. Position will participate in ongoing in-service and educational development opportunities, and will serve as a member of the trans-disciplinary intervention team. Bachelor's degree in Human Services or Social Work, a minimum of 1 year experience in social services, community relations, psychology, human development, or social welfare required; bilingual (English and Spanish) preferred. To apply send cover letter and resume to hr@westsidechildrens.org.

Director of Development, Big Brothers Big Sisters of Greater Los Angeles

Position will plan, direct and coordinate the organization's fundraising efforts. Position will participate in the creation and implementation of a comprehensive fundraising development plan through collaboration with staff, volunteers, corporate participants, Board of Directors, and a fundraising committee affiliated with the Board of Directors. Candidates should prove to have demonstrated success in donor prospecting, cultivating, asking and closing corporate, foundation, workplace, individual, major gifts and new business revenue. Bachelor's degree, Certified Fundraising Executive certification within the past five years, and a minimum of 5 years experience in senior management required. To apply send cover letter and resume to job-yzbjh2278403928@craigslist.org

Director of Development/Strategic Partnerships, Los Angeles Junior Chamber of Commerce

Reporting to the Executive Director, position will be an active member of the senior management team and work collaboratively with program staff and the Board of the Directors. Position will plan, direct, implement and administer fund development programs to expand revenue with a diverse, multifaceted fund development strategy with an emphasis on individuals, corporations, foundations, special events and alternative revenue streams. Position will lead all marketing and social media efforts to increase visibility and presence, and will be responsible for developing new partnerships and relationships with the business community, other nonprofits and civic and social groups to expand and enhance membership recruitment, projects and other opportunities. Bachelor's degree with proven experience and demonstrated ability to develop and grow a base of financial and volunteer supporters, and proficiency in Microsoft Office required. To apply send cover letter and resume to jschulman@lajcc.org.

Development Director, The Unusual Suspects Theatre Company, Los Angeles

Reporting to the Executive Director, the Development Director will be responsible for planning, implementing and evaluating current fundraising strategies, managing the communications efforts and strengthening and building the individual donor base. Position will also identify, cultivate, and solicit individual and corporate prospects and maintain a donor cultivation plan. S/he will execute special events, assist the Executive Director with representing the organization within the community, collaborate with the Executive Director on board communications, supervise the Communications Coordinator, research and write grants and follow-up reports, and assist with PR activities including making connections with county, state, and national legislators. Position will be called upon to analyze various forms of data to identify funders and position the organization to its various constituencies. To apply send cover letter, resume and salary history to jobs@theunusualsuspects.org