

**LOS ANGELES REGIONAL FOOD BANK  
JOB AD**

**POSITION:** DIRECTOR OF ANNUAL GIVING  
**STATUS:** SALARIED/EXEMPT  
**LOCATION:** LOS ANGELES, CALIFORNIA  
**SUPERVISOR:** CHIEF DEVELOPMENT OFFICER



**Position Summary:**

Reports to the Chief Development Officer, this position is responsible for all aspects of annual giving to the Los Angeles Regional Food Bank including management of direct mail and e-solicitations, sustainers program, corporate relations and annual giving recognition events and stewardship.

**Principal Duties:**

- Develop and manage a strategic approach to the annual giving program that is integrated into the marketing and communication goals and fully aligned with the fundraising goals of the Development Department
- Manage and monitor the direct mail program and e-solicitations, making necessary adjustments to ensure timely and accurate processing of outgoing messaging, incoming receipts, and timely acknowledgments
- Work closely with direct mail vendors, reviewing and analyzing current needs, contracts, and schedules and recommending modifications as needed.
- Oversee and manage staff related to beneficiary events.
- Oversee corporate relations including recognition, stewardship, and cultivation of existing and current corporate partners.
- Perform data analysis related to all aspects of the Annual Giving program to evaluate current programs and to make recommendations for program changes.
- Plan, develop and monitor annual giving budget to support the strategy; ensure maximum cost-benefit ratio is achieved.
- Remain up-to-date on current fundraising, direct marketing and volunteer management programs and best practices being used in the non-profit sector.
- Responsible for planning and implementing multiple direct mail appeals annually, with a high degree of customization and emotional appeal. Involves working closely to develop integrated campaigns with marketing/communications and direct mail vendors.
- Serve as an active prospect identifier, targeting prospects for personal visits and moving annual donors through the prospect management system and handing off prospects to the Director of Major Gifts and the Chief Development Officer.
- Develop, implement and monitors the plan to retain and upgrade Annual Giving donors.
- Oversee the Sustainer/Monthly giving program including developing strategies to convert recurring donors to sustainers via phone calls, emails, and website.
- Perform other duties as assigned.

**Qualifications:**

- Eight to ten (8-10) years of experience in managing an Annual Giving program at an established nonprofit.
- Must possess knowledge of fundraising principles and practices, including knowledge of best practices and familiarity with current trends in Development and Annual Giving.
- Superior verbal and written communication skills.
- Strong presentation skills including networking and public speaking required.
- Superb organizational skills and detail oriented.
- Must be able to manage multiple projects and be able to set priorities, often with competing deadlines.
- Collaborate effectively with the Development team.
- Sound interpersonal skills with demonstrated ability to listen and evaluate opinions, suggestions, and recommendations of others.
- Knowledge of Raiser's Edge and Luminate Online.
- Strong self-motivation and the ability to work as a team member.
- Bachelor's Degree

**Benefits:**

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability
- 403(b) retirement savings plan
- Employee Assistance Program
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé and salary requirements.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer".