

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Major Gifts Director
SUPERVISOR: Chief Development Officer
STATUS: Salary/Exempt



COMPANY

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2019, distributed 81.2 million pounds of food. Los Angeles Regional Food Bank employees are hired because of their skills, and because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

ESSENTIAL FUNCTION

The Major Gifts Director is responsible for personal cultivation and solicitation of gifts as well as donor stewardship and recognition. The Director works closely with the President/CEO, Chief Development Officer, and Development Team to create a fund raising strategy to incorporate all communications, events and ongoing fundraising programs of the Food Bank. This role is instrumental in designing and implementing innovative strategies to build and maintain donor relationships throughout the community.

WHAT YOU'LL DO

Prospect Research & Cultivation: Conduct research to identify Major Gift donor prospects. Develop a cultivation and solicitation plan which involves building relationships with prospects through personal visits and events. Identify and cultivate prospects with potential for planned gifts including endowment and charitable gift annuities.

Solicitation & Donor Strategy: Develop strategies designed to solicit and cultivate new donors. Establish a strategic and systematic focus on closing five and six-figure commitments from high net-worth individuals. Research target communities and potential donors.

Donor Relationship Management: Create cultivation and stewardship materials including progress reports, updates and proposals. Create involvement opportunities for major gifts donors, such as site visits, volunteer events, annual luncheons and special events. Track all interactions with donors and prospects in the customer relationship management system, Raiser's Edge.

QUALIFICATIONS

- Bachelor's degree with major in development, marketing, communications, or related field plus 4-6 years of development experience in a professional capacity.
- Minimum 10 years of major gift fundraising experience with demonstrated ability to generate large scale financial and other commitments.
- Prefer experience building long term relationships with persons who may be considered prospective high-end donors. Value the ability to convene small groups of business/community leaders and entertain such groups with the intent of soliciting major gifts or contacts for major gifts.
- Candidate must have successfully raised money through a Major Gifts program.
- Superior interpersonal and communication skills are required; must be able to inspire and persuade five and six-figure commitments from high net-worth individuals.
- Work experience must demonstrate the ability to plan strategically and to successfully guide/execute special events.
- Proficient computer skills (Microsoft Office, Raiser's Edge).
- Strong presentation skills including networking and public speaking.
- Superb organizational skills and detail-oriented.
- Insured vehicle with valid California driver license.

BENEFITS

We offer a comprehensive benefits package:

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

To apply, please submit cover letter and resume directly to jobs@lafoodbank.org.

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

In instances of a federal, state or locally declared emergency, Los Angeles Regional Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

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