



DEVELOPMENT DIRECTOR JOB DESCRIPTION

"We are building a world where Black workers thrive in an equitable economy that sustains and builds vibrant families and communities."

The Los Angeles Black Worker Center (LABWC) is a growing organization at the forefront of LA's racial justice and worker rights movements since 2011. The LABWC is recognized as a national leader in the effort to address the challenges of the Black jobs crisis of unemployment and underemployment and the growing inequity in the labor market. The LABWC works toward economic justice in low-income communities of color by building power amongst Black workers and their communities to expand access to quality employment and promote public policies and corporate practices for sustainable economic development in South LA neighborhoods.

Position Summary:

The LABWC seeks to hire a Development Director to join a growing, collaborative team and execute values-based fundraising strategies with foundations, federal, state, and local government departments, and individual donors who share our pro-Black worker values. This position is hybrid or fully remote within the US between 9 am and 6 pm PST with occasional travel.

- The Development Director spearheads the fund development efforts for the Los Angeles Black Worker Center 501(c)3 to ensure it operates with the resources needed to advance its efforts.
- This position reports to the Co-Executive Director of Operations and Finance and works in partnership with the Co-Executive Director of Organizing and Programs.
- This position will hire and supervise the Development Associate.
- The Development Director works closely with all staff, moving forward key managerial initiatives in collaboration with department directors.

Foundation and Government Grants

- Collaborates with the Co-Executive Directors on funder strategies and long-term planning.
- Ensures the timely preparation of all grant proposals, reports, and other documents for 20+ funders per year, working closely with staff, consultants, and Co-Executive Directors.
- Oversees and manages the process of preparing grant proposals, budgets, reports, and funder portals.
- Coordinates closely with finance staff for grant tracking, financial statements, budget reports, and all accounting matters required for grant reporting.
- Collaborating with program leads to develop program plans, deliverables, and budgets for grant applications.
- Conducts ongoing foundation research and prospecting, partners with development consultants and grant writers, and works closely with the Development Associate as needed.
- Implements and monitors progress toward annual and quarterly grant fundraising strategy and goals.
- Cultivates relationships with current and prospective funders.
- Ensures effective data management grant funding, including tracking restricted funds.
- Ensures that grants management records and tools are kept up to date, including, but not limited to, grant award documentation, funder prospect, and grant calendars.
- Ensures that all grant awards are fully executed and acknowledged.
- Conduct funder research to find viability matches by monitoring lists, attending webinars, etc.
- Ensures that the Development staff reconciles grant funding to accounting records monthly.

Staff Supervision

- Recruits, hires, trains, manages, and develops the Development Associate.
- Is responsible for carrying out all required HR-, payroll- and finance-related supervisory duties in a timely, accurate, and legally compliant manner.
- Ensures coverage for critical functions of unfilled directly reporting positions.

Individual Donations

- Ensures the smooth operations of online donation platform web pages for both sibling entities to provide a seamless user experience.
- Implements fundraising strategies and contributes to long-term planning.
- Produces and disseminates appeal letters as approved by the Co-Executive Directors, including but not limited to writing, proofreading, editing, and coordinating mailing, and works closely with the communications staff as needed.
- Ensures the timely production of IRS-compliant acknowledgment letters to donors as needed.

Preferred Qualifications and Experience:

- Four years experience working in nonprofit fund development in the social justice sector.
- High level of accuracy and attention to detail
- Excellent written and verbal communication, presentation, and facilitation skills
- Exercises good judgment and ability to keep sensitive information confidential.
- Deep experience in leading cross-functional teams
- Demonstrated success leveraging internal and external partners to execute programs.
- Proven track record in fundraising and project management
- Nonprofit, fundraising, 501(c)(3), grassroots, lobbying experience
- Excellent time management and organization; work independently and collaboratively in a fast-paced environment with shifting timelines.
- Excellent ability to communicate with people at all levels and from various backgrounds, including young adults, donors, and philanthropic leaders.
- Strong computer literacy, including experience in Microsoft Suite and Google Docs
- Ability to consistently act and interact with integrity, compassion, and openness to feedback.
- Works well independently and in collaboration with others
- Some evenings and weekends are required.

COMPENSATION: Full-time, exempt position. Salary ranges from \$75,000 - \$85,000 per year, depending on experience. We offer a [generous benefits package](#) with 100% premium coverage for employee medical, dental, and vision. We offer 403b, long-term disability, basic life, voluntary life, AD&D insurance plan, employee assistance programs, discounts, and a flexible spending account. Our time off and leave plans are 11 paid holidays per year plus 2 days of paid personal floating holidays, 10 paid vacation days, and 12 sick days per year (prorated upon hire and increased by tenure). We are committed to our employees' health, safety, and well-being by providing flexible work hours and wellness opportunities.

APPLICATION PROCESS: This position is open for immediate hire. Email your resume and cover letter to careers@labwc.org and add "*Development Director*" in the subject line. No phone calls, please.

*LABWC is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider employment-qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. **Members of the African Diaspora, including Men, Women, LGBTQ, Returning Citizens, and Afro-Latino, ARE STRONGLY ENCOURAGED TO APPLY.***