



Development Specialist 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 inequality 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.

We are seeking an individual who is excited and eager to learn all aspects of development while gaining skills in relationship building, stewardship, communications, donor database work, and events. We are looking for an individual with an ability to create, manage, and sustain relationships with staff and donors; has a proven ability to prioritize, organize, and manage multiple tasks simultaneously, and can work independently and collaboratively and adapt to changing priorities. We are seeking a people-focused, tech-savvy professional with passion, drive, strong interpersonal skills, and a natural ability to work intuitively. The ideal candidate is a collaborative self-starter, excellent oral and written communicator, who thrives in a dynamic environment and is ready to make an impact.

Duties & Responsibilities

- Create, manage, and sustain relationships with staff and donors.
- Develops program plans with the goals, strategies, and tactics necessary to execute the plan, including effective research, data management, and administrative processes.
- Prioritize, organize, and manage multiple tasks simultaneously.
- Work independently and collaboratively and adapt to changing priorities.
- Support annual giving fundraising and gift entry efforts.
- Drive donor stewardship events and outreach.
- Draft donor acknowledgements, briefings, and maintain Development team systems.
- Other administrative duties as assigned

Qualifications:

- Able to manage assignments, projects, managing timelines, and effectively using database systems, or equivalent experience.
- Excellent analytical, written and verbal communication skills.
- Basic computer skills: (i.e. Microsoft Word, Excel, PowerPoint.)
- Ability to work well with a team and motivate others to take action.
- Excellent interpersonal skills and ability to work with people from diverse backgrounds and cultures.
- Ability to work well under pressure and manage time efficiently.
- Knowledge of issues affecting unemployed and underemployed Black workers, poor and working-class communities, and of the Los Angeles labor movement a plus!
- Strong commitment to racial justice, workers' rights, and Black community empowerment.
- Valid CA driver's license and access to a car for work related travel.



This position is an opportunity to join an exceptional organization to start, grow, or hone your development and fundraising skills, while working at the most respected Black worker social justice organizations in Los Angeles. You will join a team of experienced professionals with a goal of raising \$7 million annually in support of LABWC.

We offer a hybrid work model, a generous benefits package with 100% premium coverage for employees 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

We offer an hourly wage range of \$25.00 – \$27.00 per hour (depending on experience).

HOW TO APPLY TO JOIN THE TEAM

This position is open for immediate hire. Email your resume and cover letter to careers@labwc.org and add "*Development Specialist*" in the subject line. We do not accept phone inquiries.

*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***

