

***Lamp Community ends homelessness of Los Angeles' most vulnerable individuals, primarily adults with mental illness, through a continuum of services and housing, enabling them to reach their highest level of self-sufficiency and community integration.***

The Associate Director of Development is primarily responsible for providing oversight of aspects of the development department that include: major gifts (\$1,000 and up), foundation grants, corporate giving, donor/prospect events and relations, special events, direct mail, and special appeals. The AD will support the Director of Development and Executive Director in the board's role as generous donors and effective fundraisers and help develop strategies for building the donor fundraising base in order to meet annual fundraising goals and assure the long-term stability and strength of the organization. The AD will be involved in all aspects of fundraising, including strategy, annual planning, implementation, reporting, acknowledgement, and cultivation.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Manage foundation relations, including management of the grants calendar, timely submission of proposals and reports, response to letters of intent, and serve as primary contact for foundation staff and key volunteers
2. Support the Director of Development in major gifts strategy
3. Manage a program of prospect identification, cultivation, solicitation and acknowledgement
4. Plan and execute donor/prospect events and communications, special appeals, and member communications
5. Design and implement a membership program, including appeals, benefits, and renewal/upgrade
6. Work with senior management and community relations staff to develop agency policy and communications with regard to issues affecting the homeless and Lamp Community's ability to provide services and expand its ability to meet community need
7. Support, create, and implement cost-effective special events
8. Develop corporate relations leading to sponsorships, both in-kind and cash, for events and services
9. Assist in maintaining accurate donor records, reporting, and analysis

## **QUALIFICATIONS**

1. Bachelors degree; masters degree preferred
2. Minimum 4 years experience in fundraising, grant writing, or policy
3. Able to effectively communicate the importance of Lamp Community's work in homelessness and poverty, mental health, and harm reduction
4. Detail oriented with excellent time management, organizational, written, verbal, interpersonal, and computer skills
5. Able to learn quickly and work effectively with a wide range of constituencies and with minimal supervision
6. Current, valid California Driver's License with an acceptable driving record
7. Strong interpersonal and team building skills
8. Not-for-profit experience strongly preferred
9. Experience with donor software preferred

Lamp is located in the Skid Row area of downtown and offers a competitive salary and 100% employer-paid benefits. Lamp is an Equal Opportunity Employer and herein reiterates its policy of Equal Opportunity for all qualified individuals without distinction or discrimination because of race, color, religion, national origin, age, sex, marital status, sexual orientation, citizenship, disability, veteran status, political affiliation or belief, or any other protected characteristic.

### **To Apply:**

Please send salary history, cover letter, and resume to:

Lamp Community, Human Resources

526 San Pedro Street

Los Angeles, CA 90013

Please indicate "ADD" in the subject line.

Email: [jobs@lampcommunity.org](mailto:jobs@lampcommunity.org)

Web: [lampcommunity.org](http://lampcommunity.org)

Fax: 213.403.6609