



Los Angeles Fire Department Foundation

Position Description: Development Director

The Los Angeles Fire Department (LAFD) Foundation was created in 2010 to support the Los Angeles Fire Department by providing life-saving equipment, training and programs. The Foundation exists to support these initiatives since the LAFD budget from the city primarily supports personnel and large equipment needs. The organization is at an exciting time in its history and is now looking to add to a dynamic fundraiser to the team.

The Development Director will be responsible for overseeing organization's fundraising efforts, and will primarily be responsible for the implementing an Annual Fund campaign in addition to assisting with event fundraising, donor cultivation and other campaigns. The ideal candidate must have strong fundraising skills, is adept at building relationships, detail-oriented, and has the ability to wear multiple hats at the same time. This position will report to the President.

Responsibilities

- Oversee the Foundation's annual fundraising programs including fundraising events, annual appeals and grants management.
- Develop and implement an Annual Fund campaign that provides ongoing revenue for the Foundation. Campaign should identify strategies for retention, acquisition, and growth.
- Establishes calendar of solicitations and identifies specific strategies based on the targeted constituency.
- Provide ongoing evaluation and analysis for the various appeals and campaigns.
- Manage fundraising efforts for the Adopt-A-Fire Station program.
- Use multiple platforms for donor solicitation.
- Create materials and content for the website, social media and special solicitations.
- Develop and identify additional giving opportunities such as matching gifts, legacy gifts, sponsorship and major gifts.
- Manage donor communications and messaging.
- Responsible for database management and ensuring that the appropriate donor information is captured and entered into the system correctly.
- Monitor budgets for the various events and Annual Fund.
- Work closely with the President and COO to ensure that financial goals and program objectives are being fulfilled.
- Assist the President with other duties as assigned.

Qualifications

1. Bachelor's Degree from an accredited college or university preferred.
2. Three to five years of fundraising experience, preferably with working knowledge of various fundraising functions including direct mail and event fundraising. Individual giving/annual fund experience preferred.
3. Must be a strong writer.
4. Ability to work independently and handle multiple tasks simultaneously.
5. Outstanding interpersonal, organization, and communication skills.
6. Computer skills: Google Platform, Microsoft Office and data management experience is desirable.
7. Must be able to effectively and efficiently operate office equipment including telephones, copiers, fax machines, computers, etc.
8. Must be able to lift and carry 20 pounds (i.e. reports, programs, brochures, etc.).
9. Must have own transportation to attend meetings and events off site.
10. Enthusiasm, dedication, a sense of humor and a drive to succeed.

All employees are required to pass a background check.

How to Apply

Email your cover letter, resume and salary requirements to liz@supportLAFD.org. Please be sure to include the position title in the subject line of your email. Due to the high volume of submissions received, emails without all of the above information may not be considered.