

Development Director | Job Description

Pasadena Heritage is a non-profit organization founded in 1977. With a small, dynamic team of professional staff, it provides outstanding educational programs and effective advocacy for historic resources in Pasadena.

The Development Director is responsible for managing individual, corporate and foundation giving, maintaining and growing donor base, securing grant funding and researching new opportunities, and all fundraising programs including appeals and campaigns. The Director works closely with the Executive Director and the Development Committee to initiate, plan and execute an annual development plan, which includes all fundraising activities and goals. The Director is also responsible for managing special events including an annual summer fundraiser, major donor recognition event, and member recruitment events. Some administrative work is required, including responsibilities for donor records, monthly Board reports, organization committee meetings, and donor correspondence. Candidates should be able to work independently but also as part of a team. Some evening and weekend hours are required.

RESPONSIBILITIES:

Corporate Sponsorship

- Identify potential corporate sponsors
- Establish contacts (with staff & Board members) to cultivate return and new donors
- Establish benefits and sponsorship levels
- Prepare materials for sponsorship campaigns (annual & event related)
- Develop and implement sponsor recognition and participation opportunities
- Follow-up and thank sponsors
- Maintain database and files with pertinent info about current/potential sponsors

Major Gifts/Planned Giving

- Identify potential sources of major gifts for organization or a specific project
- Research and develop appropriate materials to support such requests
- Work with Board leadership and ED to determine recognition program
- Assist with individual asks and provide appropriate follow-up
- Communicate with planned gift donors and organize special events for them

Fundraising Event(s) - Colorado Street Bridge Party/Summer Fundraiser

- Plan and oversee annual fundraising event (with staff, committee and outside event planner) with direct responsibility for sponsors and promotion
- Recruit and lead committee, organize detailed planning and manage event execution
- Plan and execute other fundraising events from time to time

Grant Writing

- Research grant opportunities and funding sources appropriate to our mission
- Write grant proposals, coordinate with other staff members for project descriptions and details, draft and oversee project budgets
- Create grant calendar with request deadlines and lead-time needed for preparation
- Maintain foundation database/files and update annually
- Establish and maintain contacts with prioritized foundations
- Monitor and follow-up as required; prepare reports as required by donor

Annual Appeal

- Develop annual appeal concept with ED, other staff and Development Vice-Chair (DVC)
- Implement the appeal, track progress and execute follow-up/acknowledgement

Heritage Associates (High-level Member Program)

- Work with Board/membership to identify and recruit new Associates
- Oversee annual renewals and benefit mailings, including annual gift if any
- Organize and execute annual special event for HA members and major donors

Development Committee Staffing

- Work with DVC to set meeting schedule, agendas, goals
- Prepare materials/reports for Development meetings as necessary
- Provide follow-up and support for committee, Board members and others in leadership roles

QUALIFICATIONS:

Desired Characteristics

- Professional and personable, able to interact positively with a range of people (members, donors, business contacts, volunteers, Board members)
- Highly organized, detail oriented, and able to prioritize and manage multiple projects
- Able to work successfully both independently and as part of a team
- Able to project confidence and commitment to the mission of the organization
- Leadership skills, creative and collaborative skills, and also comfortable in a support role

Requirement and Skills

- Education: Bachelors degree
- Communications: excellent written and verbal communication skills
- Work Experience: minimum of 2 years in a professional fundraising capacity with related duties and responsibilities, experience with non-profit organization(s) a plus
- Basic office skills necessary: accurate typing, proof-reading, phones, filing, etc.
- Computer software: Word, Excel, Filemaker Pro (or comparable database)
- Valid driver's license and use of a car

Optional

- Familiarity with the Pasadena community and local contacts beneficial
- Interest in historic architecture and preservation a plus
- Familiarity with press/media relations, websites, Facebook and other social media
- Photography and graphic design knowledge/skills a plus