

<b>Job Title:</b>	Development Director	<b>Position Type:</b>	Full-time
<b>Department:</b>	Administration	<b>Salary:</b>	\$70,000 to \$80,000
<b>Reports To:</b>	Oscar Cruz, President & CEO	<b>Travel Required:</b>	California/Nationwide

### Organization Overview

Families In Schools (FIS) is an award-winning nonprofit organization based in downtown Los Angeles, California, whose mission is *to involve parents and communities in their children's education to achieve lifelong success*. FIS views the engagement of parents as an essential component of student success. To achieve its mission, FIS focuses its efforts around three core competencies: Curriculum & Professional Development, School Partnerships, and Advocacy. To learn more about FIS programs and services please visit: [www.familiesinschools.org](http://www.familiesinschools.org).

### Job Description

#### Position Overview:

FIS seeks a dedicated and team-oriented professional who is passionate about parent engagement and is interested in supporting the mission, vision, and ongoing development of the organization. Reporting to the President and CEO, the Development Director will be responsible for creating and implementing FIS's overall development plan, resulting in long-term growth for FIS programming. The ideal candidate will be a seasoned fundraising professional with a proven track record in garnering public contracts, foundation grants, as well as corporate investments. The Development Director will lead the development and cultivation of partnerships with districts, schools, nonprofits, and philanthropy for the delivery of FIS programs and services. The Director will support the organization's revenue growth via earn-income, government contracts, fee for service strategies, and philanthropic support.

A key role of the Development Director is to articulate the FIS experience – the agency's value-add– and to leverage their existing contacts and cultivate new partnerships interested in working with FIS. A strong leader and communicator, as well as a self-starter, the ideal candidate will be comfortable prioritizing multiple projects and deadlines and leading in a fast-paced environment where expectations are high and strategic thinking, strong writing skills, and attention to detail are a must. The Director will serve as a strategic thought partner within the executive team and will work directly with the Leadership Team to achieve the organization's fund development goals

#### Responsibilities:

- Lead the identification and cultivation of earn-income and fee-for-service partnerships with schools, districts, County Offices of Education, community-based organizations, associations, and nonprofits
- Lead the identification and cultivation of philanthropic partners to subsidize the cost of our programmatic work
- Cultivate existing partnerships to expand programmatic work with FIS
- Develop the organization's infrastructure to track and monitor partnerships with districts and nonprofits
- Support the Executive Team in both pitch preparation and pursuing new relationships
- Structure strategic presentations and proposals in conjunction with internal teams
- Research and vet new opportunities in conjunction with internal teams
- Lead marketing initiatives at conferences and trade shows
- Attend and represent the organization at local and regional networking events
- Identify and cultivate new opportunities
- Lead the development of collateral and social media strategies to identify and secure potential partners
- Promote FIS, its mission and social impact through marketing and branding strategies; including overseeing the FIS website and social media platforms with the support for a communications manager
- Provide board members and staff with necessary information and tools to support the earn-income goals of the organization

- Perform other duties as requested and relevant to the organization's development operations
- Conduct other duties as necessary to advance the mission of the organization

### Minimum Qualifications

- 5 or more years of progressively responsible experience in communications, fundraising and grant writing;
- 5 or more years as a director of development for nonprofit agencies;
- Bachelor's degree required; Master's preferred;
- Strong writing, editing & proofreading, including thorough knowledge of Microsoft Office Suite;
- High-energy, friendly, organized and very detail-oriented;
- Ability to juggle multiple projects with superb accuracy;
- Ability to learn Salesforce data system a must;
- Strong sense of urgency and problem-solving skills;
- Professional, resourceful, tactful style with the ability to respond immediately and appropriately in different contexts;
- Ability to work very independently and as a team player;
- Deep passion for the mission of FIS;
- Bilingual skills a plus; and
- Strong commitment to educational equity and social justice for low-income and communities of color.

### Competencies

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

### Other Characteristics

- Ability to work in a fast paced, results-oriented office environment while maintaining attention to detail and quality;
- Ability to work independently and as a member of a highly collaborative, integrated team;
- Access to a car, possession of a valid driver's license, and proof of automobile insurance;
- Can lift up to 30 lbs. (books, materials, supplies, etc.);
- Willingness to work weekends and evenings, and travel throughout Los Angeles county as necessary;
- Ability to successfully pass a background check.

### Apply:

Please submit your resume and cover letter via Indeed: [https://www.indeedjobs.com/families-in-schools/hl/en\\_US?cpref=JXWAtnzf3XWjLOi4YeVNLs\\_1WAXHb5RL5iaf7ywt1oE](https://www.indeedjobs.com/families-in-schools/hl/en_US?cpref=JXWAtnzf3XWjLOi4YeVNLs_1WAXHb5RL5iaf7ywt1oE)

If you have any questions, please email [hr@familiesinschools.org](mailto:hr@familiesinschools.org)

### **Benefits**

We believe in the importance of investing in our employees, so every member of FIS can succeed to their potential. We provide our eligible employees traditional benefit packages, discounts, and additional perks. If you become part of FIS, the following are benefits that you will be eligible:

- Paid time off - 10 paid Holidays, 12 Vacation days, 10 Sick days, and office closure December 24 to December 31
- After 60 days of successful employment Families in Schools offers Medical, Dental, Vision and \$50,000 Life Insurance. FIS pays 100% of the premium for our employees, spouses, domestic partners and dependents. Employees who select a premium insurance will contribute a premium differential.
- 100% employer-paid Disability and Life insurance policies
- 401K (annual employer contribution)

### **Families In Schools is an Equal Opportunity Employer.**

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.