



JOB TITLE: Associate Director/Senior Manager of Development

REPORTS TO: Director of Development

SALARY RANGE: \$81,370-\$97,850

JOB LEVEL: Management

CLASSIFICATION: Exempt

MISSION STATEMENT: To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence, and poverty by building a community institution capable of involving thousands in creating, influencing, and changing public policy.

ORGANIZATION OVERVIEW: Community Coalition (CoCo) was founded in 1990 by current-LA Mayor, Karen Bass, as a community-empowered response to the crack-cocaine epidemic that devastated South Los Angeles (South LA). CoCo's mission is *to help transform the social and economic conditions in South LA that foster addiction, crime, violence, and poverty by building a community institution that involves thousands in creating, influencing, and changing public policy.* CoCo serves as a safe haven for the South LA youth and adult residents to convene, strategize, and implement activities that address critical deficiencies in the education, health, neighborhood safety, and social safety net systems.

ACCOMPLISHMENTS: Since 1990, CoCo has built a groundbreaking, community-driven approach to creating change. We shift power to the community and tackle the root causes of poverty, crime, and violence. Key accomplishments include, among others:

- Leading efforts to improve the built environment for healthier community outcomes that center everyday people, such as:
 - Ensuring community voice in local development efforts
 - Advancing campaigns to promote park equity and transform land into community assets
 - Stopping the expansion and curbing the overconcentration of liquor stores in South LA
- Innovating and implementing multifaceted violence prevention programs and strategies
- Leading child welfare campaigns to help keep more families together
- Bringing joy and healing through multifaceted arts programming that creates spaces for everyday people to get involved in community issues and opportunities
- Disrupting the school-to-prison pipeline to help expand educational opportunities for low-income and first-generation students

Community Coalition is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

FUNDRAISING GOAL: Community Coalition's Development Department, in strong partnership with the executive team, is responsible for raising the organization's approximately \$8.5MM annual operating budget and leading major donor events/strategies to raise approximately \$500,000 in unrestricted resources.

GENERAL RESPONSIBILITIES AND ORGANIZATIONAL IMPACT: The Associate Development Director is expected to help lead the organization's Development Department, which requires that they: provide direction, support, training, and supervision to other team members; work with the Development Director to implement the overall fundraising strategy; work closely with managers, other directors, and senior leadership to accomplish the

department's and the collective goals of the organization; represent the organization with external stakeholders as appropriate; be knowledgeable of project budgets, and provide leadership to help effectively steward organizational resources; understand the compliance of HR systems with the ability to hold other team members accountable; support with summaries/reports to synthesize and share information with the Board of Directors and executive team; directly support the community-facing work of the organization when a full organizational push is required.

ESSENTIAL DUTIES (other duties may be assigned):

Proposal and Reporting Articulation and Alignment (~60%):

- Implement a comprehensive foundation and public-funding strategy under the Development Director's guidance
- Collaborate with the Development Director & Executive Leadership to produce a sufficient number and quality of prospects; develop comprehensive foundation profiles; target appropriate ask amounts; and prioritize and evaluate prospects for funding requests.
- Assist in determining annual giving goals for the foundation and private grants, and building strategic and tactical plans for achieving these goals.
- Help ensure thorough preparation of executives and staff for funder/organization interactions (i.e., phone calls and site visits) to facilitate funder retention and secure funding invitations.
- Help advance funder prospecting efforts to attract and engage new supporters.
- Research and stay abreast of funding opportunities, sources, and trends in the fundraising landscape
- Lead the development team in:
 - Writing and submitting compelling proposal narratives, including directly doing some grant writing
 - Completing and compiling supplemental documentation for most foundation, public, and corporate grant applications.
 - Preparing and submitting interim & final narrative and budget reports to foundation funders, as appropriate
- Submit regular narrative and budget reports to funding agencies to ensure contract compliance

Systems/Grant Management (~20%):

- Provide proactive leadership around the management, oversight, and compliance related to public contracts, as assigned.
- Field all contracts (public, foundation, and corporate) and distribute to the appropriate team members
- Establish infrastructure and systems to track the progress of multiple project-based contract deliverables. This includes the establishment of project timelines, quarterly deliverables check-in meetings with staff and project teams, etc.
- Perform quality assurance checks with organizational records to ensure organizational compliance and successful fiscal and programmatic audits.
- Innovate and support systems and tools for tracking, communication, and alignment around the overall fundraising progress.

Supervision (~20%):

- Supervise and support the Development Department and interns through training, evaluation, and appropriate delegation of work, as assigned.

QUALIFICATIONS: The ideal candidate will have at least a 5+ year track record of successfully leading a Development Department and overall fundraising strategy for an organization with a budget above \$10MM; Sophisticated knowledge of the political, social, and economic landscape in South Los Angeles; Experience managing up and working closely with a Board of Directors; At least a Bachelors in a relevant area of work.

Skills:

- Strong analytical verbal and written communication skills, with an emphasis on an ability to effectively communicate with diverse audiences using multiple mediums.
- Strong supervision experience with a proven ability to train and develop others.
- Expertise in Microsoft Office, and Google Suite platforms.
- Ability to work autonomously and as a member of a team.
- Able to handle multiple projects simultaneously and meet frequent deadlines.
- Ability to prioritize and set goals by developing weekly, monthly, and quarterly work plans.
- Outstanding organizational and project management skills, with attention to detail and the ability to work under pressure with a high degree of accuracy.
- Ease at managing competing priorities and strategically problem-solve.
- Skill in research and analysis.
- Ability to maintain strict confidentiality.

Values and Community:

- A deep belief in the power and science of organizing and respect and love for our stakeholders in South Los Angeles.
- Belief in CoCo's mission, approach, and core values and a commitment to improving the social and economic conditions of residents in South Los Angeles.
- Humility and respect for the lived experiences of South Los Angeles residents, and the ability to work with a diverse South Los Angeles population.
- Reflective and a life-long learner.
- Strong work ethic.
- Highest level of integrity.
- Excellent teamwork and collaboration skills; willing to support team members as needed on the organizing team, civic engagement team, and across the organization for high-priority projects or events.
- Exemplary customer service skills, including the ability to identify needs, provide prompt responses, and exercise patience, respect, and professionalism in all interactions.

To apply to this position, please send your resume and cover letter to developmentjobs@cocosouthla.org with the subject line: "Development". Writing samples are strongly encouraged.. Please note that only applications with cover letters will be considered. Cover letters should address the following:

- Your core values and what shapes them
- Your interest in working in South LA and for Community Coalition
- Your experience and interest in fundraising and Development