



City Year, Inc.

City Year Los Angeles
POSITION ANNOUNCEMENT
Director of Major Gifts

Organization's Mission and Goals

City Year was founded in 1988 on the belief that young people can change the world. The organization unites young people of all backgrounds for a year of full-time service, giving them the skills and opportunities to change the world. As tutors, mentors, and role models, these idealistic leaders make a difference in the lives of children, and transform schools and neighborhoods in 18 U.S. locations and in South Africa. This year 1,400 young people are serving on diverse teams in schools and communities. City Year's vision is that one day the most commonly asked question of a young person will be, "Where are you going to do your service year?"

City Year Los Angeles (CYLA) was founded in 2007 with an inaugural corps of 75 corps and is on a path to grow the program significantly over the next several years.

Position Overview: The Director of Major Gifts manages and builds relationships with high net worth donors and prospects in an effort to maximize financial resources to help City Year Los Angeles achieve its goals.

Donor Management -- Identify, cultivate, solicit and steward a portfolio of current and future leadership and major donors. Identify major donors' philanthropic interests and provide them with an opportunity to realize an outstanding philanthropic experience through their charitable investment of time, advocacy and financial support to City Year. In addition, the successful candidate will:

- visit 5 - 7 donors per week on average at their homes, offices, community and business events and at City Year Los Angeles
- develop successful cultivation and solicitation strategies to direct and monitor the progress of donor relationships
- promote City Year's giving circles to recognize donors for the philanthropic generosity
- maintain accurate records and donor information in the Raisers Edge database.

Volunteer Management -- Recruit, train, motivate and manage dedicated volunteers to help City Year Los Angeles strengthen donor relationships and raise the financial resources necessary to fund its expanding programs.

Events – Work with the development team to leverage existing and future City Year Los Angeles events, such as the Annual Dinner, friend raisers, and other select gatherings to fundraise and engage high net worth individuals.

Senior Staff and Volunteer Partnership -- Leverage the Executive Director, other senior City Year staff (locally and nationally) and volunteer leadership (the Board) to deepen and solidify donor relationships and to demonstrate the importance that each current and future donor means to City Year's work in the community. Provide opportunities for Executive Director to close the sale on major gifts.

Community Representation -- Represent City Year at corporate and community functions, to establish and deepen potential and current donor relationships.

Qualifications

- Bachelor's Degree required
- Minimum 5 years major gift fund raising experience with proven track record. Comparable experience will be considered

- Knowledge of high net worth community via local business, civic and cultural networks highly desired
- Ability to manage short term and long term plans and goals
- Strong verbal communication skills and public speaking ability
- Demonstrated ability to write clearly and persuasively
- Highly detail oriented with excellent organizational abilities
- Sales experience preferred
- Strong relationship management skills, with an ability to lead and motivate volunteers
- Ability to juggle multiple tasks
- Ability to work in a team environment
- Demonstrated commitment to advancing human services for children, youth and young adults
- Exhibit strong desire to work with diverse group of individuals
- Commitment to excellence and to the mission of City Year

Start Date: ASAP

Competitive salary and benefits: Benefits package includes health and dental insurance, vacation, holidays, 401(K), Flexible Spending Account, telecommunication device, and more.

Application Process: Qualified applicants should forward **resume, references, salary history, and cover letter** to: Claudia Mendoza, Human Resources Director, at cylajobs@cityyear.org or Fax: 213-596-5910. (please include the position you are applying for in the subject of your email)