



Title: Development Manager
Reports to: Executive Director
Status: Fulltime, Exempt
Location: Los Angeles, CA

The Development Manager will report directly to the Executive Director and has creative license to refine our fundraising and development efforts through existing platforms and by developing new avenues to engage our supporters and community.

RESPONSIBILITIES

- Create and implement a Development Plan to be achieved within approved budgetary and timeframe guidelines
- Set annual and long-term strategic fundraising goals in collaboration with Executive Director
- Steward relationships with existing donors and cultivate new, diverse supporters
- Maintain and grow member/donor portfolio ranging from \$1,000 - \$10,000 levels by moving them through the donor continuum and continually adding new prospects
- Cultivate prospects to join the Infinity Society (newly launched Legacy Giving Program)
- Provide a tailored experience for donors through individualized strategic stewardship plans
- Create fundraising and cultivation opportunities, activities and campaigns
- Support Board Members with their participation in fundraising activities
- Produce progress and financial reports for senior management and Board of Directors
- Oversee the maintenance of selected relationship management records for data/gift/donor stewardship including accurate, detailed records of donor outreach and donor giving history
- Work with the Membership and Communications Manager to produce fundraising materials and communications
- Other duties assigned by Executive Director

RECOMMENDATIONS

- Demonstrated successful experience of 3-5 years with fund development, major gifts, planned giving and fundraising events
- Knowledgeable about current and evolving trends in philanthropy, including emerging tactics and technology
- Collaborative, inclusive, team-driven approach institution-wide
- Flexibility and willingness to attend events and participate in evening and weekend activities
- Demonstrated ability to think independently, strategically, and creatively and implement plans in a timely manner
- Highly organized and superior interpersonal, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Google Suite, accessing and contributing to CRM database, electronic filing and tracking documents
- Experience using communication tools like Zoom, email, instant messaging and project management software
- Bachelor's Degree preferred
- Valid driver's license (moderate travel required)

BENEFITS

Griffith Observatory Foundation offers a benefits package that includes paid Medical, as well as Dental and Vision flex spending, 401K plan, 2 weeks paid vacation, 11 paid holidays and accrued sick time off, and complimentary parking at Griffith Observatory.

SALARY \$72,000 per year

TO APPLY

Send a resume and cover letter in one PDF to: applydevelopmentmanager@griffithobservatoryfoundation.org