



# OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

1300 S. Grand, Bldg. B, Santa Ana, CA 92705 \* 714.480.6570 \* [www.ochumanrelations.org](http://www.ochumanrelations.org)

## *Development Director*

Application Deadline: 9/14/2017

### **Organization Profile**

At OC Human Relations we believe ALL people have a right to live free from discrimination and violence based on any aspect of their being.

Founded in 1991 as a non-profit 501(c)3 organization, OC Human Relations is a nationally recognized leader in creating safe, inclusive schools and communities, developing diverse leaders, mediating conflict and building respect and inclusion among all people.

OC Human Relations helps shape the future through innovative programs like BRIDGES Safe and Respectful Schools, Police/Community Reconciliation, #HateFreeOC, Restorative Justice, Intergroup Dialogues, Hate Crime documentation, Police training in Implicit Bias, Immigrant Parent Leadership Institute, Community Building, Diverse Leadership Development, Mediation and Conflict Resolution, and OC Human Relations Commission.

### **Position Description**

This is the chief development officer of a non-profit organization with an annual budget of \$2 million and a dedicated professional staff of 24. The Development Director is a member of the Executive Team, reports to the CEO and is responsible for fund development and communications.

Primary areas of responsibility include: working with the Board of Directors, CEO and Community Partners to develop and implement a comprehensive, multi-year fund development plan for sustained income; coordinating and leading an annual campaign; identifying, cultivating, soliciting and recognizing donors; overseeing the grant writer in the development of corporate and foundation grant proposals; and special development events.

The ideal candidate is a dynamic and experienced professional who can lead our development efforts to the next level of success. He or she must have a proven history of goal setting and attainment and an appreciation and personal commitment to OC Human Relations' mission.

### **Examples of Responsibilities**

#### **Leading**

1. In collaboration with the Board, Partners, and staff, develop and oversee the implementation of a comprehensive Strategic Development Plan.
2. Provide support and leadership to the Annual Campaign, Annual Event, Board Development, and Marketing as it relates to raising funds.

#### **Donor Development**

1. Assist the CEO in all aspects of Board/Partner giving and assist in the identification and recruitment of new Board/Partner members.
2. Work with the CEO, Community Partners and Board of Directors to identify prospects for Board solicitation for major and minor gifts and fulfill obligations to complete those solicitations.

3. Develop and oversee a comprehensive donor recognition program including development of donor cultivation for larger gifts (planned, endowment, etc.).
4. Set up opportunities for donors to get involved directly in programs.

**Annual Campaign**

1. Identify benchmarks for outreach activities, prospects, and results.
2. Monitor progress per Fund Development Plan of fundraising strategy, follow-up with areas not meeting objectives on a monthly basis.
3. Lead annual gift and annual event and all development efforts.

**Grants**

1. Oversee the grant writer in tracking funding requests with attention to reporting, cultivation, recognition and reapplication.
2. Work with the grant writer to identify new sources of income from grants.

**Marketing and Communications**

1. Oversee communications, marketing, and social media for coherence with fund development.
2. Oversee the development of marketing materials and brand recognition to be used in the solicitation of funds and the presentation and promotion of the organization and programs.

**Qualifications and Traits**

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1. Excellent written and verbal communication skills.
2. Well organized leader able to coordinate the activities of a team.
3. At least five years of documented, successful experience in fundraising and “friendraising” including familiarity with sources, grant/proposal writing, cultivation, solicitation and recognition of donors.
4. BA/BS or certificate of professional training in the area of fund development or equivalent experience.
5. Ability to work with diverse members of the Board of Directors, Community Partners, volunteers and staff and engage executive-level and other volunteers in direct fundraising asks.
6. Computer literacy including donor tracking, databases, relationship management software, and social media platforms.
7. Sensitivity and support for the mission of OC Human Relations.
8. Ability to travel around the county in a timely, safe and insured manner.

**Compensation**

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Annual base salary range is from \$70,000 to \$100,000 with a full benefit package including full health, dental, vision, and life insurance. Included are 11 paid holidays, 2 weeks paid vacation, 9 days paid sick leave, 401(k) retirement plan, mileage reimbursement.

<b>TO APPLY</b>	<b>DEADLINE 9/14/2017</b>
<p>Please send a one page letter of interest and resume (no more than 4 pages, no attachments) including relevant professional experience including dates of employment as well as full time/part time, via e-mail to: <a href="mailto:Rusty@ochumanrelations.org">Rusty@ochumanrelations.org</a></p> <p style="text-align: right;"><i>Thank You! Rusty Kennedy, CEO, OC Human Relations</i></p>	