



501 N. Main Street, Los Angeles, CA 90012  
www.lapca.org  
T. 213 542-6200 F. 213 542-6272

## **DIRECTOR OF DEVELOPMENT & MEMBERSHIP**

LA Plaza de Cultura y Artes serves the public by providing educational experiences through public programming and exhibitions that celebrate the rich cultural heritage of Latinas/Latinos in Southern California. LA Plaza opened to the public in 2011 in two renovated buildings located in the downtown Los Angeles historic core. Established by the County of Los Angeles, LA Plaza operates as a non-profit organization governed by a board of directors and is partially funded through the County's cultural arts program and is a Smithsonian affiliate.

### **Position Summary:**

The Director of Development & Membership is responsible for overseeing all fund-raising activities at LA Plaza de Cultura y Artes (LA Plaza). Reporting directly to the CEO, the position identifies prospects for individual, corporate, and foundation gifts, develops strategies for solicitation, works with LA Plaza Board members to facilitate and steward connections; and manages all follow-up and grant reporting activities. The Director of Development will actively cultivate LA Plaza's donors, as well as prospective donors. The Director of Development is responsible for the organization's fundraising events, including the annual gala, and organization's membership development program.

### **Values & Principles:**

- Committed to learning and understanding the vision and goals of LA Plaza to effectively cultivate and maintain new and existing donors.
- Committed to learning all products, services, work plans and metrics of the department and LA Plaza.
- Strive to reach and exceed established personal and professional goals.
- Abide by LA Plaza's policies and procedures and operate with candor, transparency, clear communication, and the highest ethical standards.
- Serve as a team player by working collaboratively with all LA Plaza's employees.
- Uphold the highest standards of customer service for all LA Plaza's constituents in terms of speed of response, accuracy, and completeness.
- Demonstrate a strong passion for fulfilling the goals of LA Plaza as a representative of the organization with the larger community.

### **Essential Responsibilities:**

- Prepare proposals in response to public and private grant opportunities.
- Create strategies to identify and secure corporate, foundation, individual and government partnerships, and develop target prospect lists, and cultivate/engage existing donors and prospects.
- Develop and implement a revenue generation strategy that addresses the marketing and business needs of corporations and foundations.
- Oversees the annual work plan process, including the collection of data for departmental year-end reports.
- Prepare annual budgets, and related reports upon request.
- Serve as professional lead for fundraising events, which include dinners, select gatherings, and other events to raise awareness in LA Plaza.



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- Serve as a member of the organization's senior staff team.
- Supervising staff of the Development Team.
- Oversees the organization's Membership Program, including new member outreach; database management system (Network for Good); and organizing member activities, incentives and trips.

**Desired Qualifications:**

The requirements listed are representative of the knowledge, skill, and/or ability required.

- Experience: 5+ years in development and/or events planning. Special consideration will be given to candidates with proven fundraising results.
- Education: Bachelor's degree required. An undergraduate degree in business or development is preferred.
- Requires good understanding of foundation grant- writing process and opportunities.
- Ability to cultivate stakeholders in a professional manner via strong written and verbal communication skills, knowledge of event planning, and presentation skills required.
- Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, and a willingness and ability to learn appropriate database, spreadsheet, and other computer programs.
- Strong organizational and management skills with attention to detail. Proven record of accomplishment of achieving revenue targets.
- Exercise good judgment and discretion at all levels of communication and maintain confidentiality as outlined in the organization's Handbook.
- Ability to work well independently and as a team leader by coaching and developing team's skill set to successfully reach goals of the department and LA Plaza.
- Ability to take initiative and follow tasks through to completion while maintaining the integrity of confidential information of the organization.
- Professional appearance and demeanor.
- Must have flexibility to work evenings/weekends based on special event schedule.
- Ability to travel and attend meetings, presentations, and events outside the office as needed.
- Remote work may be permissible for non-essential functions and must be preapproved.

**Physical Demands/other Requirements**

- Ability to lift, carry, or pull 30/+ pounds.
- Must be able to stand or sit for long periods of time.
- Must possess a valid California Driver's License

**Compensation and Employment Status:**

\$85-100K annually.

Full-time, Exempt position.

90-day Introductory period.

Monthly nonaccountable cell phone/internet stipend of \$50.00 (before taxes/withholdings).



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**LA Plaza offers a competitive compensation and fringe package that includes:**

- Individual health, dental and vision care
- Non-match 401K plan
- Holiday, Vacation and Sick pay accrual.
- Cell phone/internet stipend.
- Free parking.
- Direct Deposit, of paycheck.
- 20% Discount in our museum stores.

Employment background screening will be conducted and conditional upon any offer of employment.

Proof of COVID-19 vaccination will be part of on-boarding processing.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

**How to Apply**

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org)