



501 N. Main Street, Los Angeles, CA 90012
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JOB TITLE: Director of Advancement & Strategy
CLASSIFICATION: Full Time; Exempt
REPORTS TO: Interim CEO

ABOUT LA PLAZA

LA Plaza de Cultura y Artes is a vibrant community hub where people come together to celebrate Latinx culture through transformative exhibitions, music, dance, culinary arts, and multigenerational storytelling and art-making experiences.

Located in two historic buildings in downtown Los Angeles, adjacent to Olvera Street at El Pueblo de Los Angeles, LA Plaza features a museum, a 30,000-square-foot outdoor space with a performance stage, an edible garden, and LA Cocina de Gloria Molina—a teaching kitchen and flexible event space that highlights the history, culture, and influence of Mexican and Mexican American cuisine.

Established in 2011, LA Plaza is a Los Angeles County cultural institution and a proud Smithsonian affiliate. Learn more at www.lapca.org.

ABOUT THE ROLE

LA Plaza is seeking a visionary and results-oriented leader to guide its next chapter of growth as Director of Advancement & Strategy. In this pivotal role, you will lead the vision, build the systems, and secure LA Plaza's philanthropic future, designing and implementing a comprehensive development strategy that advances the organization's mission and ensures long-term financial sustainability.

This position integrates fundraising leadership with systems-building excellence. The Director will serve as both strategist and executor: shaping high-level plans, cultivating donors, and driving day-to-day fundraising efforts, while ensuring that the organization's tools, processes, and workflows are optimized to support sustainable growth.

THE OPPORTUNITY

LA Plaza is entering a pivotal phase of growth. Historically supported by robust grant and corporate funding, the organization is now poised to expand its individual donor base and major gifts program. The board of directors is highly engaged and eager to deepen its fundraising role with the right leadership and infrastructure in place.

This is a unique opportunity to design and strengthen the systems that connect strategy, people, and processes—creating a more integrated, diversified, and sustainable development program. The Director of Advancement & Strategy will ensure the organization's CRM platform is fully leveraged to support donor engagement, stewardship, and reporting, while fostering collaboration across teams to align messaging and outreach.

PRIMARY RESPONSIBILITIES

As Director of Advancement & Strategy, you will drive LA Plaza's fundraising vision while building the systems and infrastructure that make growth sustainable.

- **Fundraising Strategy & Leadership**
 - Shape and execute a multi-year fundraising strategy aligned with LA Plaza’s mission and growth goals.
 - Partner with the CEO and board to cultivate and solicit donors, ensuring leadership engagement in fundraising.
 - Monitor progress, adapt strategies, and keep the organization on track toward ambitious revenue targets.

- **System Building & Reporting**
 - Lead the design and optimization of fundraising systems, ensuring CRM platforms and workflows are fully leveraged.
 - Establish processes for donor tracking, segmentation, and stewardship that scale with organizational growth.
 - Maintain data integrity and generate timely reports to inform strategic decision-making.

- **Donor Engagement & Stewardship**
 - Build and manage a portfolio of individual donors, foundations, and corporate sponsors.
 - Lead major gift cultivation and solicitation, strengthening LA Plaza’s philanthropic partnerships.
 - Establish stewardship practices that foster trust, loyalty, and long-term donor commitment.

- **Grant & Sponsorship Oversight**
 - Provide strategic direction for grant proposals, reports, and sponsorship packages.
 - Supervise the Corporate & Foundation Manager to ensure excellence in institutional fundraising.

- **Campaigns & Events**
 - Oversee fundraising campaigns and donor events that inspire giving and deepen engagement.
 - Collaborate with communications and marketing teams to align messaging and outreach.

- **Team & Consultant Coordination**
 - Supervise staff and contractors, fostering a culture of collaboration and accountability.
 - Serve as liaison to fundraising consultants, ensuring external expertise strengthens internal capacity.

QUALIFICATIONS & SKILLS

We’re looking for a leader who combines strategic vision with hands-on execution, and who is inspired by the opportunity to advance LA Plaza’s mission. The ideal candidate will bring:

- **Proven fundraising leadership** — at least five years of nonprofit development experience, with a track record of managing diverse portfolios and achieving annual goals of \$500K+.
- **Strategic and operational fluency** — demonstrated success in designing fundraising strategies, optimizing CRM platforms, and leveraging data to drive donor engagement and growth.

- **Donor-centered expertise** – experience cultivating major gifts, stewarding long-term donor relationships, and engaging foundations and corporate sponsors.
- **Collaborative leadership** – ability to partner across teams, supervise staff and consultants, and inspire board members to deepen their fundraising role.
- **Cultural competency** – deep knowledge of Latinx history, culture, and contemporary issues, with experience engaging multilingual and multigenerational audiences. Bilingual fluency in Spanish and English is strongly preferred.
- **Community connection** – familiarity with Los Angeles’ philanthropic and cultural landscape, and a passion for building bridges between donors and mission.
- **Technical proficiency** – advanced skills in Microsoft Office and project management tools, plus experience with CRM platforms such as Network for Good or Classy.

EDUCATION, TRAINING & TECHNICAL PROFICIENCY

Your background and skills will empower you to lead LA Plaza’s advancement strategy with confidence and creativity. We’re seeking someone who brings:

- **Educational foundation** – formal training, certification, or equivalent experience in Development, Advancement, or a related field.
- **Proven leadership in nonprofit or cultural organizations** – demonstrating the ability to guide teams, inspire stakeholders, and deliver results.
- **Technical fluency** – advanced skills in Microsoft Office and project management tools, plus hands-on experience with CRM platforms such as Network for Good or Classy.
- **Fundraising versatility** – knowledge of diverse strategies, tools, and approaches to engage donors and sustain growth.

EMPLOYMENT DETAILS

- **Status:** Full-time, Exempt
- **Location:** Hybrid (includes in-office work at LA Plaza in downtown Los Angeles)
- **Schedule:** Occasional evening and weekend events required

COMPENSATION AND BENEFITS PACKAGE

- **Salary:** \$80,000 - \$90,000 annually
- \$50 monthly cell phone/internet stipend
- Free parking
- Individual health, dental, and vision coverage
- Non-match 401(k)
- Direct deposit
- Optional life insurance
- Paid time off includes:
 - 13 holidays
 - Five (5) mental health days
 - Three (3) days during Thanksgiving week
 - Two (2) weeks during the winter holiday season (last week of December and first week of January)

Additional Information

- Background check required prior to employment
- Physical requirements include occasional lifting (up to 30 lbs), walking, and standing

- Reasonable accommodations available for individuals with disabilities

LA Plaza de Cultura y Artes is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, gender, ethnicity, national origin, age, sexual orientation or identity, education, disability, or any other protected characteristic.

How to Apply

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@lapca.org