

OPEN POSITION: Development Director for The Play Equity Fund
Reports to: President & CEO

The Play Equity Fund is a non-profit organization focused on bringing the transformational power of sport and structured play to all children, regardless of their zip code and socio-economic status. A 501(c)3 public charity, The Play Equity Fund was established in 2014 to support and expand the work and impact of the private 501(c)3 LA84 Foundation – established as a grant-giving organization to carry on the legacy of the 1984 Olympic Games held in Los Angeles.

The Play Equity Fund seeks to build a culture of giving and fundraising to support activities such as:

- Advocating to close the Play Equity gap: research + convenings, program evaluation + assessment, and fostering the youth sports/youth development field
- Scaling of LA84 Foundation initiatives: sports as a tool for positive youth development in after-school sports, in-school play and as a gang diversion and intervention tool
- Operating youth initiatives: such as SAMbassadors: Youth Leadership Group and Youth Idea Exchange
- Creating sport and education linkages: For example, a Science of Sport Exhibit at the California Science Center, STEM and technology of sports programs

The Play Equity Fund is currently seeking a proactive Development Director to create, manage and oversee our donor relations program and manage all fundraising activities. The successful candidate will be responsible for developing and executing our non-profit's fundraising strategy and campaigns, communicating, cultivating and stewarding current and prospective donors, and building a strong development team for our organization. S/he must maintain an overview of all relevant issues and have the ability to work in unstructured and fluid environments. The position primarily involves managing individual, institutional, and corporate gifts as well as planned and annual giving strategies.

Responsibilities:

- Develop and implement a robust moves management plan to cultivate, solicit and steward donors to meet an annual fundraising goal.
- Execute comprehensive strategic fundraising plan for the organization across all revenue streams: individual donors, foundations, corporations, and special events.
- Maintain and grow a donor revenue portfolio by moving donors through the donor continuum and continually adding new prospects.
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Steward ongoing relationships with private and corporate donors
- Partner with Executive and Team members, to deepen relationships with donors
- Build relationships and work with professional advisors such as attorneys, tax planners and wealth experts to facilitate their clients' charitable goals utilizing the Fund's services and offerings.
- Maintain accurate records on prospect communications in accordance with policies and procedures.
- Track results, evaluate and manage progress toward short-term and long-term goals. Create accurate records on contracts and financial reports; including annual program budgets and revenue forecast.
- Ensure timely and accurate report deliveries to funders
- Work with staff to create marketing collateral material, public relations and sponsor recognition plan for partners to execute in support of their partnership.

Qualifications and Skills:

- Bachelor's Degree in Business Administration, Communications or related field
- 8+ years' fundraising experience in non-profit, corporate development and/or fundraising experience, with a proven track-record of securing and growing revenue
- Foundation relationships and grant writing experience desirable
- Well-versed and advanced skills in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Entrepreneurial spirit and thrives in a dynamic and fast-paced environment
- Strong problem solving, analytical and presentation skills
- Proven track record in new business development, working with boards of directors and major institutional donors
- Familiarity with Bloomerang or similar fundraising software
- Working knowledge of Microsoft office suite
- Comfortable taking initiative to communicate your needs for additional guidance, information and supports to be effective
- Mission-driven with a demonstrated passion for the Play Equity Fund's work; strives to model organizational values through daily actions and behaviors
- Excellent interpersonal skills, collegial and collaborative approach
- Excellent time management skills, with the ability to work efficiently and multi-task in an unstructured environment with frequent interruptions and demanding deadlines.
- Ability to adapt and make sound decisions due to last minute changes.
- Record as results-oriented effective collaborator and communicator.

Working Conditions:

- General office environment; (COVID-19 considerations: working from home according to the County health guidance and protocols)
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

Compensation:

- Range: \$90,000 - \$110,000; Commensurate with experience.
- Health, dental and vision insurance; Flexible spending account, 401(k), Paid time off

Please send resume, cover letter and a list of references to: officemanager@la84.org

➔ Refer to PlayEquityFund/[Full Name] in the subject line.

We will review applications as they are received and will contact prospective candidates directly, please no calls.

The Play Equity Fund is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.