

Development Director Rancho Los Cerritos

JOIN RANCHO LOS CERRITOS!

Rancho Los Cerritos is a national, state and locally recognized museum and historical site located in beautiful Long Beach, CA. Our vision is cultivate an inclusive and sustainable world by exploring the historic connections between people and Rancho Los Cerritos and our mission is to honor diverse perspectives, enrich collaborative conversations, and inspire broader understanding through stewardship of Rancho Los Cerritos' natural and cultural history. We teach about the history of the area, archaeology and other topics through school tours, special events, concerts and other youth and family programs such as bilingual Storytime.

The full-time Development Director is joining our team during an exciting and defining moment in the Rancho's history as we completed a new strategic plan to incorporate diversity, equity, inclusion, accessibility, STEAM education and environmental sustainability throughout the four pillars of our work: Preservation, Innovation, Education and Stewardship.

The selected candidate will lead the effort in designing and implementing a comprehensive fundraising program to support the annual fundraising goals of the organization. The Development Director will serve as part of the senior leadership team to foster a culture of philanthropy and meaningful support to ensure that the Rancho can sustain and deliver on its vision, mission, and goals.

COMPENSATION & BENEFITS

The salary range for this position is \$85,000 to \$105,000, dependent on experience. This position is also eligible for the following benefits:

- Medical insurance.
- Dental insurance.
- Paid holidays.
- Paid vacation.
- Paid sick leave.

This position is eligible for a hybrid work schedule. Details of the schedule will be determined once a candidate has been selected.

RESPONSIBILITIES:

- In collaboration with the Executive Director, develop a fundraising plan that includes donor segmentation, objectives for individual, corporate, and institutional fundraising and success metrics, identification of staff and board members who will be actively involved in fundraising and definition of roles, targets and fundraising goals. The fundraising plan will incorporate both operational goals and the campaign goals.
- Manage and personally engage in solicitation and stewardship activities in collaboration with the Executive Director, other staff, and members of the Board.
- Lead the strategy and execution of Rancho Los Cerritos' major gifts program and serve as the primary major gifts officer for the organization.

- Primarily responsible for development related revenue forecasting, managing expenses, and overseeing budgets and financials for funding submissions.
- Support Executive Director to advance Board engagement in fundraising. Includes regular attendance at Board meetings and supporting member-driven fundraising activities. Act as liaison to board committees that support development.
- Retain, recruit, and manage a small team of two development professionals with appropriate balance of skills and experiences; establish work plans, performance objectives and goals, and regularly review performance; provide professional development and training opportunities to cultivate staff skills and professionalism.
- Orchestrate special events that boost institutional and individual fundraising efforts, including galas, openings, corporate and private gatherings, and events celebrating contributions of various donor groups and marking special milestones for Rancho Los Cerritos.
- Establish institutional giving programs for corporate and foundation gifts; ensure successful adherence to grant and restricted giving agreements; establish clear standards for institutional sponsorship, with particular emphasis on the proper use of logos, brands, naming and other recognition opportunities.
- With the Chair of the Board Development Committee and the Executive Director, identify potential Board Member candidates who can help the Board reach its fundraising objectives; collaborate with the Executive Director in the preparation of annual operating plans and budgets, incorporating fundraising projections into the budget of the organization.
- Maintain and build strong relationships with funders, donors, and strategic allies in Rancho Los Cerritos' network. Includes willingness to travel locally and regionally to lead in-person meetings and site visits with supporters.

QUALIFICATIONS:

- 5+ years professional experience in a leadership position for fundraising is required.
- 5+ years of supervisor experience is required.
- BA/BS and/or equivalent experience required, Master's Degree preferred.
- Proven track record in soliciting and closing major gifts of \$50,000 and up. Experience supporting Board members and senior staff in portfolio management preferred.
- Demonstrated experience managing annual fund appeal-driven fundraising activities strongly preferred.
- Strong familiarity of corporate and foundation philanthropy and best practices for relationship management.
- Proven ability to articulate an organization's unique value proposition powerfully and succinctly, and adapt this case for support to corporations, private foundations, family foundations, and other philanthropic audiences.
- Must have strong interpersonal and communications skills and demonstrate professionalism and warmth when interacting with Rancho Los Cerritos' donor community, staff, students, and partners.
- Ability to work independently and manage multiple tasks simultaneously with thoroughness, accuracy, timeliness, professionalism, and a positive spirit. Ability to work with a variety of people including board members, volunteers, public and staff.

- Willingness to travel locally and regionally to meet with donors and prospects.
- Fluency required or proven ability to learn: Google Apps, Raiser's Edge, Microsoft Office.

TO APPLY

Please submit your letter of interest and current resume by email to alisonb@rancholoscerritos.org. We appreciate your interest!

Rancho Los Cerritos is an equal opportunity employer and is committed to creating a diverse environment. All qualified applicants will receive consideration for employment regardless of race, gender, sexual orientation, immigration status, national origin, disability status, age, or veteran status.