JOB ANNOUNCEMENT

Associate Director of Individual Giving

About Western Center on Law and Poverty
For over 50 years, Western Center on Law and Poverty leads the fight to end poverty and secure housing, health care, a strong safety net, and racial and economic justice for all low-income Californians. Western Center brings about system-wide change through impact litigation, legislative, policy and administrative advocacy at the state and federal level, and support for legal services and community based organizations. With offices in Los Angeles, Sacramento, and Oakland, we are California’s largest legal services support center. For more information, please visit our website: www.wclp.org.

Position Summary
The Associate Director of Individual Giving is responsible for identifying, cultivating and soliciting individual gifts in order to sustain and grow Western Center’s programs and services, and understands the relationship between the successful acquisition and stewardship of new donors as a pathway to a robust major gifts program. The Associate Director will employ a variety of techniques—outreach, events, donor research, campaigns, appeals, acknowledgements, merchandising, etc.—in order to acquire and retain donors of all levels.

This position reports to the Director of Development and is located in our Los Angeles office.

Responsibilities

Donor and Prospect Management

- Design, develop and implement strategies that will grow annual revenue from existing and prospective small and mid-level donors, through events, appeal campaigns; online giving initiatives and fulfillment of donor benefits, among other strategies.

- In consultation with the Director of Development and Executive Director, manage and grow a select portfolio of 50-75 existing mid-level donors giving annual gifts of 2,500+, including their cultivation, stewardship and solicitation.

- In consultation with the Director of Development and Executive Director, manage and grow a select portfolio of 20+ major individual donors and donor-advised funds, $10,000+, including their cultivation, stewardship and solicitation.

- Manage Western Center’s volunteer Advisory Board.

- Assess existing donor demographics and make recommendations to broaden the profile of Western Center donors with respect to diversity, equity and inclusion.

- Working with senior management and the larger Development team, set and achieve goals for annual giving and major giving programs including revenue, renewals, upgrades and portfolio of individual donors.
Events and Outreach

- Design and implement a comprehensive events program to identify, cultivate, solicit, recognize, steward and upgrade both sustaining and new donors.
- In consultation with the Director of Development and Development team, manage two signature annual events, including design, logistics, budget, sponsor solicitation, fulfillment of sponsor benefits, and communications.
- Actively produce written campaigns, appeals, case development, campaign materials and other donor communications in close partnership with Director of Development and Director of Communications.
- Partner with senior leadership, Advisory Board and Board of Directors, deploying them as necessary to cultivate donors, steward current donors, host events and other related activities.

Other

- Utilize established moves management system for donors.
- Participate in a culture of rigor, equity and community-centric fundraising.
- Focus on securing support for organizational priorities that include endowed chairs, unrestricted support, project specific support, planned giving, naming opportunities and capital efforts.
- Travel, as necessary, attending various events throughout California to meet new donor prospects and expand relationships with current donors.
- Maintain detailed and accurate records in development software (E-Tapestry) and use donor research to enhance portfolios (iWave).
- Collaborate with senior leadership concerning such topics as communications, administration, and program developments.
- Other duties as required or assigned.

Qualifications

- Commitment to the mission and values of Western Center and its programs.
- Bachelor’s Degree required and a minimum of 4-6 years of successful experience in annual giving or major gifts with a track record of cultivation and closing gifts.
- Proven skills in moves management and creation of strategies to increase giving.
- Excellent writing and communication skills, fluency with Microsoft Office Suite, and understanding of computer and donor software such as eTapestry, iWave or similar programs.
- Ability to work happily in a deadline-driven environment and manage multiple priorities with attention to detail. Self-motivated with ability to work independently.
- Comfortable and eager to communicate directly—in person and via phone—with a wide variety of donors, staff and stakeholders.
- Broad-minded, placing high value on diversity of thought, backgrounds and perspectives.
- Exemplary ethical standards.
- Ability of lift 30 pounds.
- Ability to travel, as needed.
Compensation
Salary is very competitive and commensurate with experience. We provide a generous benefits package, including leave policies, vacation, and December holiday office closure at full pay. We provide numerous opportunities and support to ensure our staff are able to grow and develop their professional skills. The salary range is $65,000 – $75,000 depending on experience.

To Apply
Western Center strives for a diverse and inclusive workforce and is proud to be an equal opportunity employer. Western Center strongly encourages applications from persons of color, women, LGBTQ individuals, persons with disabilities, and persons from other underrepresented groups whose background may contribute to effectively representing low-income people and underserved communities.

Applications accepted until February 21 or until the position is filled. Please email your cover letter, resume, and two to three references to Stephanie Surabian, Director of Finance and Administration, ssurabian@wclp.org. In your cover letter, please explain how you think your personal and/or professional experience or background has prepared you to contribute to a work environment with a strong commitment to equity, diversity and inclusion.