



**Irvine Public Schools Foundation
Job Description**

Position Title:	Director of Development
Department:	Development
Position Status:	Exempt
Reports to:	Executive Vice President
Reporting to this position:	Development Associate and Development Coordinator

OneOC is proud to partner with IPSF in the recruitment of the Director of Development position.

ORGANIZATION OVERVIEW:

At Irvine Public Schools Foundation (IPSF), we believe that every student deserves an educational experience complete with access to music, arts, and science programs, both during the school day and outside of the classroom. With community support and investment, together we can provide opportunities for our children that will help foster the next generation of thinkers, innovators, and creators.

For more than 25 years, we have served the Orange County community and have consistently ranked among the nation's leading education foundations. Located in Irvine, CA, our mission is to enrich the educational experience of each child in every school by providing programs, raising funds, and uniting the community in support of educational excellence.

POSITION SUMMARY:

The successful candidate is an enthusiastic front-line fundraiser and relationship builder who enjoys cultivating and soliciting new external partnerships and serves as a key ambassador for IPSF's mission within the greater community. As IPSF's top development position, **The Director of Development (DOD)** is responsible for developing and implementing a comprehensive, strategic fundraising program to achieve the organization's annual and long-term contributed revenue goals. Reporting to and in partnership with the Executive Vice President (EVP), the DOD serves as a member of IPSF's Leadership Team and oversees all fundraising activities of the organization. In partnership with EVP and President & CEO, the DOD will leverage new opportunities and relationships to augment organization fundraising strategies. The Director of Development directs and supervises the work of the Development Associate and Development Coordinator.



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ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fundraising & Donor Relations:

- Drive and lead fundraising solicitations with individuals, businesses, foundations, and community groups, with a focus on donor upgrades and new donor prospecting.
- Serve as fundraising leader, sustaining current funding levels while actively expanding networks to identify new funding opportunities to be cultivated across a diverse mix of corporate, foundation, and individuals.
- Evolve and implement a comprehensive, strategic fundraising plan with goals that include growing and diversifying the donor base and increasing individual (community and major gifts) and institutional (corporate and foundation) support.
- In partnership with EVP and CEO, manage fundraising event and sponsorship strategies: Gala, Golf Tournament, and Poker Tournament.
- Assist in the recruitment, training, and management of volunteers in support of fundraising strategies and events.
- Establish and implement guidelines for third-party fundraising events.
- Oversee fundraising annual appeals, working in collaboration with the Director of Marketing and Communications.
- Actively represent IPSF in the community; identify opportunities for community networking attract top businesses and community leaders as prospective donors.

Strategy, Planning & Leadership:

- Foster a culture of philanthropy organization-wide: execute all fundraising strategies, plans, events, and activities to meet fundraising goals in a cost-effective and time-efficient manner.
- In partnership with EVP, advise on annual fundraising goals and manage progress reporting, and projections to Leadership Team and Board of Trustees (BOT).
- Develop and maintain donor-centric prospect development pipeline and moves management processes to leverage and coordinate team's outreach efforts.
- Plan and oversee the development of organization's Strategic Plan fundraising objectives.
- Prepare and present Development reports and materials to Leadership Team; attend other meetings as requested.
- Provide leadership and supervision to the Development Associate and Development Coordinator, including training, mentoring, and evaluation.
- Develop strong relationships with Leadership Team, Board of Trustees (BOT) and staff.
- Work with the EVP and President & CEO to incorporate fundraising projections into the budget; manage the Development budget effectively.



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- Manage donor stewardship program including recognition, cultivation, and stewardship events.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising.
- Work with Director of Programs and Director of Communications & Marketing to support cross-department projects, events, and activities.
- Assist EVP with the planning and implementation of endowment growth plan and planned/deferred giving strategies.
- Duties and responsibilities may be added, deleted, modified, or changed at any time at IPSF's discretion. Changes may be made formally, informally either verbally or in writing.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A creative, high-energy person with integrity and dedication to the mission.
- Comfortable and adept at building strong and sustained partnerships with diverse and influential community leaders.
- A strategic and results-oriented self-starter with the ability to handle multiple tasks and deadlines.
- Exhibit superior management skills with an ability to influence, motivate, and engage direct and indirect reports and peers.
- Experience in management, budgeting, fundraising, strategic planning and board building with community and corporate leaders.
- Able to consistently make good decisions through a combination of analysis, experience, and judgment; uses creative problem-solving skills including negotiation and conflict resolution.
- Must have exceptional written, oral, interpersonal and presentation skills with the ability to communicate effectively with IPSF's Board of Trustees, supporters, and staff.
- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Must be well-organized and can manage multiple, competing tasks and deadlines.
- Computer and MS Office proficient; Raiser Edge, Greater Giving and Double the Donation experience a plus.
- Demonstrated success and evidence of ability to plan and execute fundraising activities from start to finish.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; fundraising certification (CFRE) or advanced degree highly desired.
- Five to seven years of progressive non-profit fundraising experience and a proven track record of obtaining support from diverse sources - corporations, foundations, and individuals.
- Strong fiscal management competency required.



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- Proven track record of creating problem-solving and change management processes.
- Leadership experience in managing professional and administrative staff and volunteers with diverse levels of expertise and backgrounds.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Sits for extended periods of time, in intense concentration, at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Has hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.
- Work consists of heavy workloads, deadlines, and interaction with a wide variety of people on various issues.
- Drive personal car on work errands and for other purposes; maintain driving record and personal car insurance in accordance with organization's policies and state regulations and provides related records periodically.
- Will include occasional weekend and evening work.
- Meet all requirements for confidentiality and for management of program, finance, and personnel information including distribution controls, secure filing, and disposal.

COMPENSATION:

This is a full-time, hybrid, exempt position with annual salary compensation ranging from \$100,000 - \$110,000 commensurate with experience. Typical hours would be Monday through Friday, 8:30 a.m. to 5:00 p.m. with occasional attendance at evening and weekend events required.

TO APPLY:

If you are interested in being considered for this position, please forward your cover letter and resume to sbrooks@oneoc.org. Any resumes sent, or telephone calls made to IPSF will be redirected to OneOC.

IPSF is an equal opportunity employer and does not discriminate against otherwise qualified applicants based on race, color, creed, religion, sexual orientation, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status, or any other characteristic prohibited by law.



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