

**SHOES THAT FIT**  
**Position Description**

**DIRECTOR OF DEVELOPMENT**

**Job Title:** Director of Development  
**Reports to:** CEO and Executive Director  
**Location:** Claremont, CA (preferred on site, remote is potential)  
**Status:** Full Time -- Exempt (Part-time also possible)

*Exempt employees may be required to work additional hours outside regular business hours. Additional hours may be required to complete job tasks.*

Shoes That Fit, an award-winning and highly respected national non-profit that provides brand new athletic shoes to children in need, seeks a talented professional to join us in a new position of Director of Development. We are looking for a person who loves helping children and can bring their experience, talent and creativity to build our fundraising base during a period of growth and change. Our office is based in Claremont, CA.

The Director of Development (DD) will be a strategic thought-partner, reporting to the CEO and Executive Director (CEO). Through strategic support and donor cultivation, the Director of Development will build Shoes That Fit's support base nationwide--with a special focus on Los Angeles initially for our new partnership with LAUSD--amongst individuals and new corporate partners. The DD is responsible for developing and implementing a comprehensive fundraising plan annually that will increase the organization's support in partnership with the CEO and the Chief Strategy Officer (CSO). The DD will lead the organization's development effort with the Donor Relations and Communications Manager and Grants Manager, as well as the Board of Directors, and will coordinate with the Strategic Partnership team.

**KEY RESPONSIBILITIES:**

**1. Development Strategy**

- Identify new sources of fundraising revenue, with initial attention in Los Angeles.
- Support strategic planning efforts with the leadership team and staff to ensure that priorities are in alignment with Shoes That Fit's goals, mission and values.
- With the CSO, support the Donor Relations and Marketing Manager to ensure Shoes That Fit's communications and social media presence (through Facebook, Twitter, LinkedIn, and other sites) are relevant, consistent and tailored to engage target audiences.
- Provide leadership and training opportunities for the Donor Relations Manager and Grant Writer.
- Travel to events hosted by high-profile partners.
- Lead fundraising efforts for special projects (Anniversary events and Galas, etc.)
- Other duties as assigned.

**2. Los Angeles Campaign**

- In close collaboration with the CEO and CSO, the DD will develop relationships with individuals and new corporate partners to support Shoes That Fit's new collaboration with Los Angeles Unified School District's Community of Schools Program.
- Responsible for research on prospective donors in Los Angeles and strategic development of customized strategies to identify and cultivate prospects.
- Generate written gift solicitation proposals to prospective high net worth donors.
- Arrange in person meetings for the CEO and CSO, as needed.
- Develop and implement a strategy that can be replicated in other markets.

### **3. Board Support**

- Support Shoes That Fit's Board of Directors, including attending bi-monthly Board meetings.
- Staff the Marketing and Development Committee of the Board with the Donor Relations and Communications Manager.
- Track Board giving and support activity pledges to help the organization grow.

### **QUALIFICATIONS**

- Commitment to a high standard of ethics and to promote the donor bill of rights.
- Thorough understanding of fundraising best practices.
- Experience in Salesforce database management for donor and solicitation records, preferred.
- 5+ years experience in nonprofit fundraising, major gifts, and/or multi-year fundraising campaigns.
- High energy, positive "can-do" attitude, flexibility, teamwork, attention to detail, and high degree of initiative.
- Demonstrated ability to develop and manage complex relationships across various levels and functional areas.
- Demonstrated, deep commitment to organization's mission and core values.
- Deep understanding of Los Angeles' nonprofit and business community.
- Proficiency in Microsoft Suite (Word, PowerPoint, Excel). Constantly operates a computer and other office machinery; must be able to remain in a stationary position for 50% of the time.
- Ability to work independently; will be self-motivated, deadline-driven multitasker.
- Available to travel and work weekends and evenings (as needed).
- Sense of humor and a commitment to children a must!

**Compensation:** \$70,000-\$80,000, dependent on experience, plus benefits and retirement plan. To apply please send your resume and a cover letter telling us why you would like to work with us to [amy@shoesthatfit.org](mailto:amy@shoesthatfit.org).