

Pacific Asian Consortium in Employment (PACE) Director of Development & Communications

PACE seeks a development professional to increase funding from individual, foundation, business and government sources, with a particular focus on friend-raising among those who support programs shaped to the needs of Asian American Native Hawaiian & Pacific Islander (AANHPI), Latinx, African American and other diverse communities of color throughout greater Los Angeles.

Founded in 1976 to address the employment challenges of Los Angeles' Asian and Pacific Islander communities, PACE initially focused on job training and employment services. The organization later expanded to take on other needs of the marginalized communities in Los Angeles including [business](#), [education](#), [employment](#), [energy](#) and [housing](#). One of the longest serving human services organizations in LA County, [PACE](#) has a 2022 operating budget of \$40M, has a staff of 300+ and serves 40,000 low income clients annually.

This Development & Communications Director is a member of the senior leadership team. The Director reports to the COO and will work closely with all leadership team members on strategies that maximize funding support for each program. Providing a combination of donor targeting and direct solicitation, internal consulting on fundraising best practices, and marketing/communications guidance, the Director will partner with other members of the team to develop a set of funding appeals shaped to the interests of particular donors, and then with the leadership team will lead direct solicitation of individual and institutional donors.

BASIC FUNCTION

Reporting to the COO and working closely with the CEO, the Director will work cooperatively across the organization with other members of the staff, and with Board, partners, and community members to increase contributed revenue. The Director will manage and actively drive: development planning, targeting, and direct fundraising solicitations; messaging, communications and public relations; and friend-raising events that build funding and other kinds of support for PACE programs. With the CEO, COO and the leadership team, the Director will serve as a PACE spokesperson and representative, grow PACE's visibility and advance its brand, and keep internal and external constituencies well informed of PACE's accomplishments.

The Director's primary responsibility and metric will be to maximize contributed revenue. Emphasis will be placed on the identification, cultivation and stewardship of new and existing donors/philanthropists, municipal contract partners, corporations and foundations. The Director will be a hands-on, fearless, energetic fundraiser who spends time in the community developing strategically important relationships. This is relationship building with a focus on funding. Success will be measured in terms of increased contributed revenue both in terms of total support and an increased percent of contributed revenue in proportion to total PACE funding.

Central to achieving these fundraising outcomes is a refreshed, forward-thinking approach that includes donor targeting & segmentation, strategies to engage initially and then undertake a moves-management processes, setting objectives for individual and institutional investors, development of events, having planned giving and endowment solicitation approaches, and implementation of success metrics and tracking systems for the above.

Director will spend time in the community, will ask, and help others to ask, and will provide inspiring leadership to a team that integrates fundraising into all activities.

IMMEDIATE PRIORITIES

Upon joining PACE, the Director will evaluate and take charge of in-process fundraising efforts and will recommend any changes in solicitation targeting priorities and direction for fundraising initiatives. Within the first 90–120 days, the Director will develop a fundraising plan with outlined budgets and success metrics. Sections in the fundraising plan will include:

- Annual fund fundraising including individuals, foundations, businesses, and government targets, with objectives for each;
- Designated giving for special events, convenings, curriculum development, workshops, advocacy, etc.;
- Fundraising infrastructure and Board involvement, including roles, responsibilities, and metrics for staff and members of the PACE Board;
- Future fundraising initiatives.

The Director will oversee a high-touch stewardship and donor recognition program and will interact regularly with major donors. She/he/they will help to create and sustain strong, ongoing and congenial relationships across Los Angeles with individuals, businesses, and government entities that advocate for and fund programs that benefit communities of color.

This is a collaborative, roll-up-your-sleeves, direct solicitation environment that requires a commitment to PACE’s mission and vision. Overall, there will be intense focus on direct solicitation and leveraging others to directly solicit. Planning is fine; asking is better.

Additionally, the Director will also accomplish the following:

- Partner with the CEO, COO and leadership team to establish priorities and strategies for PACE’s goals and objectives, implementing a comprehensive and strategic development plan aimed to support the organization’s mission and activities, building upon the strengths of existing development efforts, and aggressively pursuing new opportunities for funding and engagement;
- Provide dynamic and innovative leadership for PACE’s fundraising efforts, building an infrastructure that supports short- and long-term goals, and ensures the organization can respond quickly, effectively, creatively, and contextually to short-term operating needs and long-term financial requirements;
- Deepen relationships with current donors while launching initiatives to identify and target other avenues for major financial contributions;
- Manage and engage in solicitation and stewardship activities;
- Orchestrate special events to boost institutional/individual fundraising efforts, celebrate contributions of various donor groups, and mark special milestones;
- 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;
- Reinforce a culture of philanthropy among all stakeholders, from Board members to volunteers to donors. Guide and support staff who are engaged with fundraising by fostering teamwork and accountability;
- Ensure donor data is collected and leveraged to drive outreach and maximize total revenue;
- Report regularly on outcomes, efforts and progress toward fundraising goals.

IDEAL EXPERIENCE AND QUALIFICATIONS

The successful candidate will have a professional or personal alignment to PACE’s mission, and the following professional attributes:

- A strong fundraising track record, particularly for human services programs that serve communities of color in an around Los Angeles. Los Angeles and human services fundraising experience has certain advantages, and is preferred but is not required. Experience in multi-cultural and multi-ethnic urban environments is considered to be essential.
- A successful track record of personally raising gifts from individuals and institutional sources; broad-based knowledge of various development activities including: direct solicitations, online giving, social media, direct mail, proposal and grant development, planned giving, capital campaigns, event planning and management; practical experience in using data to manage the fundraising process, enhance donor cultivation and drive fundraising priorities.
- Strong management skills, that include planning, budgeting, outreach strategies and tactics, and a demonstrated ability to organize, manage, motivate and inspire others to productive action.
- A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan. Demonstrated skills in motivating, directing, and developing a team, and in coordinating and supporting the fundraising activities of others; holds team and self accountable for reaching or exceeding targets.
- Superior written and oral communication skills, with exceptional attention to detail and the ability to articulate a compelling case in person and in writing for PACE programs. Outstanding speaking, writing, and editing skills. Demonstrated success in bringing regular, positive media attention to an organization.
- Extroverted and fearless; derives energy from connecting with individuals, aligning the case for support, creating opportunities for engagement and building enthusiasm for PACE. Deep knowledge of the principles of marketing and communications and fluent in using social media effectively.
- Thoughtfully intervenes in conflicts to improve communication, diffuse tension, and resolve problems. Seeks to find common ground and preserve relationships; seeks different points of view and leverages diverse perspectives in group processes and decision-making. Strives to understand the data, the people, and their views before making decisions and taking action. Promotes cooperation and commitment within a team to achieve goals and deliverables.
- Demonstrated success in managing multiple projects with shifting priorities and competing deadlines, with the flexibility and sensitivity to work with diverse personalities; emotionally mature with a very good sense of perspective and humor.

For more information please contact:

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