

**Job Title: Development Director**

**Type:** Full time with benefits and paid vacation

**Salary:** TBD based on qualifications and experience

**Location:** Individual will work at HOBY International's headquarters office in Los Angeles, CA.



**Hugh O'Brian Youth Leadership (HOBY at [www.hoby.org](http://www.hoby.org)),** America's premier youth leadership organization, provides leadership development programs for high school students throughout the United States and internationally, and promotes community awareness, activism, and service. HOBY seeks an enthusiastic, well-organized individual to serve as the **Development Director**, reporting to the President and CEO.

**Description:** The Director of Development will report to and work closely with the President/CEO to develop a Resource Development program. The Development Director will be responsible for building upon our current base of support and improving and implementing a development plan that generates support from individuals, corporations, governments, and foundations. The Development Director supervises a Development Associate.

**Key responsibilities include:**

- ❖ Developing and implementing strategies to raise funds from individuals, governments, corporations, and foundations in support of HOBY's strategic plan, including thinking outside of the box to find new and creative sources of revenue;
- ❖ Building an effective development team utilizing staff, volunteers and board.
- ❖ Providing leadership to the President/CEO and the board in fundraising efforts, offering training and orientation when needed;
- ❖ Setting up a high-functioning development shop including managing donor databases, donor/grants calendars and reporting, and records maintained;
- ❖ Overseeing the development of communications and fund raising materials;
- ❖ With the assistance of the Board, plan and execute Fundraising events including at least 3 Annual Dinners and other special events as necessary;
- ❖ Ensure that appropriate recognition and reporting occur for all donations, grants and contracts.

**The Ideal Director of Development should be:**

- ❖ An experienced Development professional with a history of success;
- ❖ A strong multi-tasker who can simultaneously focus on building/enhancing donor relationships, while facilitating key programs that build momentum and raise funds for the organization;
- ❖ A team player, capable of developing, guiding and implementing an outcome-focused development plan in concert with the President/CEO, development team and the board of directors;
- ❖ Genuinely interested and passionate about the work of HOBY and highly supportive of its mission;
- ❖ A strategic, dynamic, and creative thinker who knows how to engage potential funders in HOBY's mission. Someone who is at heart an entrepreneur, capable of seeing opportunities and turning innovative ideas into successful fundraising activities. Capable of setting and achieving fund-development targets;
- ❖ Hands-on, with the knowledge and desire to create fundraising systems and infrastructure;
- ❖ A strong communicator, with a keen eye for the details and the broad messages and the capacity to craft and manage the development of both. This person must be a seasoned professional who is able to inspire trust and confidence, and articulate and communicate effectively HOBY's mission, programs, and accomplishments to current and potential funding partners;
- ❖ Well-rounded, with a solid understanding of and experience with all fund raising techniques, including major donor solicitation, corporate and foundation grant-seeking, making planned giving vehicles, and special events;



- ❖ Experienced, with a minimum of five to seven years in a senior development position;
- ❖ Detail and technology oriented, with strong writing skills, good capacity to generate correct documents reflecting a keen understanding of our programs, experience with fundraising software and general Microsoft Office products;
- ❖ Collegial, with interpersonal skills that ensure an open and collaborative atmosphere;
- ❖ Minimum BA in non-profit management, business, public affairs or similar field. Master's Preferred.

**To Apply:** Please send cover letter, résumé, and references to Javier LaFianza, President and CEO via e-mail at [lafianza@hoby.org](mailto:lafianza@hoby.org) with the subject line "Dev Dir – Your Name" by **May 15, 2008**.

**Notes:**

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