



JOB DESCRIPTION

Senior Director of Development

Reporting to: Executive Vice President

Location: Irvine, CA

Website: <https://ipsf.net/>

OneOC is proud to partner with Irvine Public Schools Foundation in the recruitment of the Senior Director of Development.

ORGANIZATION OVERVIEW

Irvine Public Schools Foundation (IPSF) is led by a team of dedicated staff who are guided by the organization's core values of commitment, collaboration, and creativity. IPSF was founded in 1996 by parents and community leaders with a goal of enriching the educational experience of each child in every school. Since then IPSF has donated more than \$80 million in grants, donations, and program services to the Irvine Unified School District for the benefit of the entire community. During the 2018-19 school year, IPSF was able to:

- Donate over \$6 million in grants, donations and program support to the IUSD
- Serve nearly 25,000 students through programs like Instrumental Rental, ACE, and Summer Enrichment Academy.
- Provide need-based scholarships to 100% of all qualified students.

IPSF has been ranked the number three foundation in the nation, and number one in California, *by Stepping Up: The Nation's Top K-12 Education Foundations*, the nation's only annual study and ranking of K-12 education foundations.

MISSION & BELIEFS

Mission

The mission of IPSF is to enrich the educational experience of each child in every school. We achieve this by providing programs, raising funds and uniting the community in support of educational excellence.

Beliefs

IPSF believes that every student deserves an educational experience complete with access to music, art, and science programs, both during the school day and outside of the classroom. With community support and



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investment, together we can provide enrichment opportunities for our children that will help foster the next generation of thinkers, innovators, and creators.

THE OPPORTUNITY

Reporting to and in partnership with the Executive Vice President (EVP), the Senior Director of Development serves as a member of the senior management team and oversees all fundraising activities. As the top development position, the Senior Director of Development has the primary responsibility of developing and implementing a comprehensive strategic fundraising program aimed to support annual revenue goals. The Senior Director of Development directs and supervises the work of the Development Associate.

Scope of Responsibility:

- Develops and drives all fundraising strategies, plans, events, and activities aimed to help IPSF meet and exceed fundraising goals cost-effectively and time-efficiently.
 - Develops and executes a comprehensive, strategic fundraising plan with goals that include enlarging and diversifying the donor base and increasing individual (community and major gifts) and institutional (corporate and foundation) support.
 - Serves as senior fundraising leader, sustaining current funding levels and also actively expanding networks from which new funding can be cultivated across a diverse mix of corporate, foundation, individual, and new opportunities available through other programs.
 - Personally drives fundraising solicitations, especially with individuals, major private donors, businesses, foundations and others; develops fundraising roles and objectives for the Development Team.
 - Be a major presence and force at development events.
 - Establishes a Development infrastructure that is able to support fundraising goals.
 - Manages fundraising goals and reports progress to CEO, EVP, Executive Team, and Board of Trustees (BOT).
 - Develops strong relationships with CEO, Executive Team, Board of Trustees (BOT), IPSF staff, key volunteers, and others critical to fundraising efforts. Works with them to strengthen their fundraising and solicitation abilities.
 - Works with CEO, Executive Team, key staff members, and BOT to integrate a fundraising perspective into all aspects of IPSFs programs and operations.
 - Works with the Chief Financial Officer (CFO) to incorporate fundraising projections into the budget; manages the Development budget effectively.
 - Ensures successful adherence to grant and restricted giving agreements.
 - Directs and oversees all special fundraising and annual events that boost fundraising efforts, such as the Gala, the Golf Tournament, and the Poker Tournament; establishes guidelines for



- third party fundraising events.
- Oversees fundraising marketing and annual campaign, working in collaboration with the Director of Marketing and Communications.
 - Develops, directs, and oversees an effective endowment growth plan.
 - Provides staff support to committees as required; including the Resource Development Committee and the Gala Committee.
 - Prepares and presents Development reports and materials to Board and Committee meetings; attends other meetings as required.
 - Sets and achieves annual IPSF fundraising goals, in close collaboration with the EVP, CEO, and Executive team.
 - Provides leadership and management to the Development team.
 - Hires, trains, mentors, and evaluate Development Associate.
 - Recruits, develops, and manages volunteers in support of fundraising efforts.
 - Directs and oversees an effective and responsive donor relations program.
 - Identifies and manages a prospect portfolio.
 - Maintains and builds a loyal donor base by fostering strong and successful, long-term relationships with targeted individual and corporate donors.
 - Manages an organization wide stewardship program including recognition, cultivation, and stewardship events.
 - Directs and oversees effective database management of all donor records.
 - Actively represents IPSF in the community and with outside organizations.
 - Identifies opportunities for community networking and work to attract top businesses and community leaders as sponsors.

Skills & Experience Required:

- Minimum seven (7) years non-profit fundraising experience and a proven track record as a fundraising professional with a strong record of obtaining support from corporations, foundations, and individuals, and engaging a wide range of stakeholders and cultures.
- Deep experience in fiscal management required.
- Results proven track record of creating problem-solving and change management.
- Must have senior leadership experience and experience leading and managing professional and administrative staff with diverse levels of expertise.
- Must have superior management skills with an ability to influence, motivate, and engage direct and indirect reports and peers.
- Able to facilitate strong and sustained partnerships with community members.
- Must have experience in management, budgeting, fundraising, strategic planning, and board building with community and corporate leaders.
- Demonstrated success and evidence of ability to plan and execute fundraising activities from start to finish.



- Must be strategic and results-oriented self-starter with the ability to handle multiple tasks and deadlines.
- Must be creative high-energy person with integrity and dedication to the mission of the organization.
- Uses strategic thinking with the ability to develop a vision for the organization.
- Able to consistently make good decisions through a combination of analysis, experience and judgment.
- Uses excellent judgment and creative problem-solving skills including negotiation and conflict resolution.
- Must have exceptional written, oral, interpersonal and presentation skills with the ability to communicate persuasively and passionately and effectively interface with senior management, IPSF's board of trustees 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 have the ability to manage multiple and competing tasks and deadlines.
- Able to set goals based on available information and to plan work in order to meet deadlines.
- Able to formulate appropriate responses to requests for services and information from internal and external customers.
- Uses Microsoft Office Tools, such as Word and Excel, as well as Internet and email programs proficiently.

Education Required:

- Bachelor's degree required; MBA or similar advanced degree highly preferred.

CONTACT INFORMATION

Please send resumes to:
sbrooks@oneoc.org
714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to IPSF will be redirected to OneOC.

IPSF is an equal opportunity employer.



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