

Leimert Park

WE ARE L.A.

# MAYOR'S FUND FOR LOS ANGELES VICE PRESIDENT, DEVELOPMENT



MAYOR'S FUND  
FOR LOS ANGELES





### About the Mayor’s Fund for Los Angeles:

The Mayor’s Fund for Los Angeles is an independent 501(c)(3) organization dedicated to improving life for all Angelenos by marshaling resources from the business, philanthropy, non-profit and government sectors. The Fund has been repurposed to focus on developing, supporting and managing programs aimed at preventing homelessness through outreach, case management, and expanded legal services. The Fund also focuses on homelessness prevention among veterans, foster and justice-involved youth. The Fund has a total budget of \$7M to be raised annually. The Fund has a staff of six full-time employees and retains a team of consultants to implement various programs and projects including accounting, communications and fundraising assistance.

### Position Summary:

The **Vice President, Development**, reporting to the President and CEO, plays a pivotal role in developing and executing strategies to raise private sector and philanthropic funds. This leadership position requires an adaptable, mission-driven individual passionate about the mission of the Mayor’s Fund in serving Los Angeles, capable of working collaboratively with a diverse range of stakeholders, including the Mayor of Los Angeles and the Fund’s Board of Directors. The **Vice President, Development** has one direct report and manages several consultants on an as-needed basis.

The ideal candidate will possess knowledge of and experience with the corporate and philanthropic worlds as well as a deep commitment to serve all Angelenos. The candidate must also be skilled in relating to and working with people and creating compelling narratives to support fundraising efforts.

### Key Responsibilities:

**Strategic Fundraising:** Develop and implement strategies to garner financial support from philanthropic entities, corporations and individuals. Manage fundraising events, donor engagement and long-term development plans.

**Stakeholder Engagement:** Act as a liaison with the Mayor and the Mayor’s office and collaborate with board members to enhance Board member’s involvement in fundraising activities. Utilize the networks of the Fund’s leadership and staff to expand support.

**Management and Compliance:** Supervise the fundraising team and consultants, ensuring compliance with the Fund’s contribution policies and accurate financial reporting.

**Collaboration:** Coordinate with Getty House and other non-profit organizations, aligning efforts towards common goals.

**Qualifications:** Proven experience in fundraising and fund development roles including with non-profit or philanthropic sectors. Strong knowledge of the philanthropic and corporate landscape, especially as it pertains to policy and programmatic initiatives. Commitment to the mission of the Mayor’s Fund. Ability to work effectively with diverse groups, including high-level stakeholders. Excellent communication and storytelling skills, with the ability to engage a variety of audiences.

### Top Priorities for the Vice President, Development

- Develop and implement a comprehensive multi-year fund development plan that includes goals, objectives and action plans.
- Support the CEO, Board Members and staff with development outreach and engagement, presentations and follow-up.
- Provide appropriate strategic branding initiatives to enhance The Mayor’s Fund for Los Angeles aimed at attracting a diverse network of donors.

### Compensation & Benefits:

The annual base salary for the **Vice President, Development** position will be based on a range starting at \$185,000 - \$200,000, and commensurate with the successful candidate’s skills and experience. The Mayor’s Fund for Los Angeles offers competitive health, dental, vision and other benefits. The position is full-time, based on being onsite at the fund’s office located in Downtown Los Angeles, and is an exempt position with occasional evening and weekend work or other organizational obligations expected, without overtime pay. The position is eligible for annual performance bonuses and includes annual leave time off, plus holiday and sick pay eligibility.

### How to Apply:

To be considered, please submit a resume and cover letter outlining the background and experience that makes you the ideal candidate electronically to [mfla.vp@thehawkinscompany.com](mailto:mfla.vp@thehawkinscompany.com). Resumes received by **May 15, 2024**, will receive first consideration. The position is open until filled. This role offers a unique opportunity to contribute to the well-being and future of Los Angeles, working with a dynamic team committed to making a difference in the lives of Angelenos.



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