

EXECUTIVE RECRUITMENT FOR
Director of Development

AMITY
FOUNDATION



Amity
Foundation
when people gather with good intent



ABOUT AMITY FOUNDATION

Founded in 1969 in Arizona and reorganized in 1995 as Epidaurus DBA Amity Foundation (Amity) in California, Amity is a federally tax exempt 501(c)3 non-profit organization in the United States that serves individuals, families, and children. Amity began as a therapeutic community which emerged from the mutual self-help recovery movement of the 1950's and 1960's. Over the last five decades it has evolved into a teaching and therapeutic community. Amity's services are designed to foster personal growth, emotional literacy, and social responsibility among individuals served, and to improve their physical health through nutrition and wellness. These create the fertile ground for success in gaining employment, housing, furthering education, and reuniting families.

Today, Amity operates over 25 projects serving thousands of people per day in 19 adult prisons, four youth facilities, Los Angeles County jails, and multiple community-based settings in Los Angeles and San Diego (plus two campuses in Tucson, Arizona) with a focus on vulnerable individuals and families with histories of criminal justice involvement, substance abuse, and homelessness. Amity primarily serves Black/African American, Latino, and Native American populations, who are severely overrepresented in prisons and jails. Amity has also served 16,600+ people since 2020 through its leadership role in the California statewide Returning Home Well initiative in response to the COVID-19 pandemic. Amity's services have been documented to reduce high risk behaviors such as substance abuse and criminality, address personal traumas and reduce recidivism, resulting in lives of dignity, freedom, and productivity. Amity collaborates with NGOs and community-based organizations in the US and around the globe to end mass incarceration.

Amity serves individuals, families, and children. Amity has a focus on vulnerable individuals and families with histories of criminal justice involvement, substance abuse, and homelessness. Amity primarily serves Black/African American, Latino, and Native American populations, who are severely overrepresented in prisons and jails. Amity is intentional about providing gender-responsive services for women as well as specialized services for children who have been separated from their parents due to incarceration. Amity's constituency also includes community-based organizations in the US and around the globe who are working to end mass incarceration.

Amity believes sincerely in serving marginalized populations and creating opportunity for diverse groups including those with lived experience in the justice system or who suffer from substance use disorders. Amity's President and CEO Doug Bond identifies as Native American and Hispanic, and received Amity services as a child of incarcerated parents. Among Amity's staff team ("faculty"), approximately 50% have histories of incarceration, homelessness and/or addiction. In terms of race/ethnicity, approximately 70% of staff (faculty) and 75% of board members identify as people of color.

AN UNPARALLELED OPPORTUNITY

This is not just a job—it's a rare opportunity to lead transformational change with an organization that has been at the forefront of criminal justice reform, social impact, and community transformation for over four decades. As the Director of Development at Amity Foundation, you will be at the helm of a powerful mission dedicated to uplifting society's most vulnerable populations, fostering personal transformation, and advancing systemic change.



WHY THIS OPPORTUNITY IS UNIQUE

At Amity Foundation, you're not just raising funds, you're driving real change at the intersection of social justice, public safety, and human dignity. From Los Angeles to Arizona and beyond, Amity's pioneering work in criminal justice reform, family reunification, and community support has influenced policy, inspired replication across the country, and set a new global standard for rehabilitation and reentry programs. As Director of Development, you will be a key architect of growth and sustainability, helping to expand Amity's reach, elevate its impact, and secure the critical resources that power its mission.

This role places you in a position of strategic leadership, reporting directly to the Chief Development Officer and working in close collaboration with the Board of Directors, executive leadership, and key partners. It's your chance to lead fundraising strategy, inspire major investments, and build lasting partnerships with individual donors, corporate partners, and philanthropic institutions.

POSITION SUMMARY

Amity Foundation is seeking a Director of Development to drive the strategic vision for fundraising initiatives. This key leadership role requires a dynamic and mission-focused individual dedicated to advancing the mission of Amity Foundation in Los Angeles. The ideal candidate will have a strong background in cultivating relationships with individual donors, corporations, and philanthropic organizations while demonstrating a deep commitment to serving vulnerable populations. The Director of Development will lead a team of consultants and collaborate closely with the Board of Directors to achieve fundraising goals and support Amity’s impactful programs.



Key Responsibilities:

- Develop and implement strategies for philanthropic engagement, major gifts, and planned giving across California and Arizona.
- Oversee the execution of development efforts and supervise Development Department staff.
- Create annual fundraising strategies aligned with funding needs and ROI goals.
- Research, identify, and cultivate.
- Strategic philanthropic and community partnerships.
- Major gift, planned giving, and estate donors.
- Donors, foundations, and corporations for financial support.
- Utilize CRM system, including Raiser’s Edge NXT, to manage donor data and inform strategies.
- Use Prospect search software such as IWAVE or Lexis-Nexis to research donor capacity
- Foster relationships with existing partners and top donors to expand opportunities.
- Collaborate with the CEO and leadership on donor tours and meetings.
- Lead and support fundraising events and donor recognition initiatives.
- Coordinate donor communications, recognition strategies, and engagement opportunities.

- Provide information for grant proposals and meet philanthropic partner reporting requirements.
- Ensure timely and accurate data entry and reporting for all donor interactions.
- Participate in weekly team calls to align on goals and timelines.
- Support new project launches to incorporate donor visions and priorities.
- Fulfill additional responsibilities as needed.
- Travel locally in California as needed or out of state if needed.

Skills/Abilities:

- Excellent interpersonal and relationship cultivation skills required.
- Strong written and verbal communication skills, with the ability to effectively present information to donors, board members, and staff is required.
- Excellent public speaking skills essential.
- Experience working with a diverse team and delivering results is required.
- Sound judgment and sensitivity to highly confidential information is essential.
- Technical competence required. Working familiarity and comfort in database systems, CRMs, reporting, and analysis essential.
- Creativity, flexibility, and the ability to work with some ambiguity is essential.

- Comfort working with colleagues remotely across the country is essential.
- Team player, and positive, can-do attitude is essential.
- Extensive knowledge of office management systems and procedures.
- Ability to operate general office equipment.
- Proficient in Microsoft Office Suite or similar software and demonstrated ability to adapt and learn new software programs and technology as needed.
- Performs other related duties as assigned.
- Implement a comprehensive strategic multi-year fund development plan that includes goals, objectives and action plans.
- Develop and maintain a comprehensive database of individual, corporate and private donors establishing targeted outreach to systematically cultivate and strengthen these relationships for long term support and engagement.
- Support the CEO, Chief Development Officer, Board Members and staff with development outreach and engagement, presentations and follow-up.

Top Priorities for the Director of Development

- Immediate goal of securing \$1M in funds from current Amity contacts with individuals, foundations and corporate donors



EDUCATION REQUIREMENTS

The ideal candidate will hold a bachelor's degree (advanced degree preferred) and have a proven track record of securing major gifts in the 6- to 7-figure range. They should demonstrate a self-starting mindset and possess experience working with CRM databases, with proficiency in Raiser's Edge NXT being highly desirable. A strong understanding of the California philanthropic landscape is essential, along with experience raising funds for organizations supporting vulnerable populations.



COMPENSATION & BENEFITS

The annual base salary for the Director of Development position will be based on a range starting at \$115,000 to \$135,000, DOQ, and commensurate with the successful candidate's skills and experience. Amity Foundation offers competitive health, dental, vision and other benefits. The position is full-time, based on being onsite at the fund's office located in 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. Benefits to include but not limited to the following:

Medical Insurance Coverage: Amity offers EPO & PPO plans. Amity contributes to 100% of the employee only tier* premium on the EPO plan and 82% of the employee's premium for the PPO plan. *4 tiers of coverage available based on dependents—different rates may apply.

Dental: Amity offers a PPO plan where Amity contributes 100% of the employee only tier* premium.



DIRECTOR OF DEVELOPMENT

Vision: Amity offers a PPO plan where Amity contributes 100% of the employee's premium on all tiers.

Health Savings Account: Amity contributes \$84.00 per person a month. Additionally, employees may contribute per paycheck*. *Subject to IRS (Internal Revenue Service) limits.

Group Term Life Insurance: Amity contributes 100% towards an employee's life insurance policy for a \$50,000.00 benefit.

Vacation Benefits: Eligible faculty members earn paid vacation time upon commencing employment but may not use vacation time until they have completed 90 calendar days of employment.

Paid Holidays: Amity offers 11 paid holidays (New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, and Christmas).

401(k) Retirement Plan: Employees who complete 90 days of service will be eligible for a 401K plan.

Employee Requirement: *COVID-19 Protocol (updated periodically): Amity is adhering to CDC, State, local, and Federal orders regarding COVID-19. Amity will require that all employees are vaccinated with exceptions for medical and religious accommodations. Amity requires proof of COVID-19 vaccination.



HOW TO APPLY

To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to dd.amity@thehawkinscompany.com. Resumes received by **February 14th, 2025**, will receive first consideration. The position is open until filled.

William Hawkins at 310-703-4474, Todd Hawkins at 213-300-9342, todd@thehawkinscompany.com or Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com.



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For additional information or questions, please contact,

