

## **Director of Development**

### **About the Organization**

Founded in 1973 as Women In Film, Los Angeles, WIF celebrates 50 years of working for gender equity. The organization advocates for and advances the careers of women, nonbinary and trans people working in the screen industries—in front of and behind the camera, across all levels of experience—to achieve parity and transform culture.

### **About the Position**

We seek a full time Director of Development to lead a team of Board and Staff responsible for raising \$4 million annually, with a goal of increasing to \$8 million in 5 years. This position will work closely with the Board of Directors, composed of corporate and film/television executives, who leverage their relationships to support the organization. The Director of Development will create and implement an institutional fundraising strategy that includes Membership, Major Gifts, WIF Honors (WIF's Annual Gala, Corporate Partners, Government Grants and Foundations).

This position reports to the CEO and supervises Associate Director of Corporate Giving, Manager of Individual Giving, Manager of Memberships and Grants, Development Coordinator, and consultants as needed.

### **Responsibilities include:**

- Develop and execute a comprehensive development strategy and metrics-based reporting.
- Work with the Board of Directors, specifically the Development Committee, to engage current and prospective major donors with a focus on gifts of \$10,000 + annually.
- Maintain a portfolio of major donors that you identify, cultivate, solicit and steward; support and manage the portfolio of the CEO.
- Manage the Associate Director Corporate Giving who oversees corporate partners as well as WIF Honors table sales and tribute journal sales.
- Manage the Manager, Individual Giving, who oversees Major Gifts, scaled giving, WIF Honors ticket sales and auctions. Oversee database and tracking for all contributors including WIF donors, constituents and members.
- Manage the Manager, Grants and Membership who oversees foundation, government and member relationships
- Develop effective fundraising campaigns, messaging and tools for members and major donors in collaboration with the Director of Communications.

- Collaborate with the Senior Manager of Events on all fundraising related events but most importantly WIF Honors and WIF Oscar Nominees Party. Oversee fundraising elements of WIF Honors, WIF's Annual Gala, to include: auctions, major donors, on-site donation, table and tribute journal sales.
- Perform staffing decisions in the Development Department, including interviewing, evaluating, and disciplining employees as needed.
- Understand WIF's mission and goals to effectively research, monitor, and identify new potential sources of funding.
- Lead any necessary expansion of tools to improve fundraising practice and efficiency
- Undertake projects and duties as assigned by the CEO.

**Qualifications:**

- Minimum of ten years of demonstrated success as a front-line fund-raiser, with increasing levels of responsibility and success. Executive level expertise in individual major donors/gifts and experience with corporate sponsors and grants required.
- Relevant experience working in the entertainment industry and ability to navigate the industry to fundraise.
- Proven track record of meeting and/or exceeding annual revenue goals and well-honed skills in developing long-term individual cultivation and solicitation strategies.
- Proven leadership in effectively managing staff and building teams.
- Exceptional verbal and written communication skills; a high level of comfort with direct donor interaction, including discussions of personal and family finances.
- Excellent prioritization and organizational skills; ability to manage several projects simultaneously and to succeed under pressure.
- Strong knowledge of fundraising platforms, integrated database systems, GSuite and adeptness at adapting to cloud based project management and pipeline software Monday.com
- Understanding of basic accounting principles and fund development tracking.
- Ability to take initiative, be creative, work well independently and as part of a team.
- Ability to be both engaging and professional when making presentations at events and meetings.
- Ability to relate, establish and cultivate respectful relationships with people from diverse backgrounds
- A Bachelor's degree or higher in a related field or commensurate experience.
- A genuine interest in WIF's mission, values, and the ability to articulate it to a wide audience, as well as a general understanding of the entertainment industry.

This is an Exempt/Full-Time Year-Round position that reports to the CEO. The annual salary range is \$120,000 - \$135,000, plus benefits that include health benefits covered 100%,

vacation days starting with 10 days and accruing up to 20,. 13 paid holidays, a POP plan for pre tax medical expenses, 2 week winter office closure, ½ day Summer Fridays from Memorial Day to Labor Day.

Location: On site in the Los Angeles office with an additional hybrid work schedule.

**[Please send résumé and cover letter through this link.](#)** No phone calls please.

**Physical Demands:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of job, the incumbent is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Working Conditions:**

Work is primarily in an office environment or at offsite event venues, may include prolonged periods of sitting at a desk and working on a computer.

Learn more about the organization at [www.WIF.org](http://www.WIF.org)

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore, actively encourages applications from people of any race, color, sex, sexual orientation, gender identity, national origin, religion, age, protected veteran or disabled status, and ability to apply for positions.