

Executive Service Corps of Southern California
Job Description: Vice President, Development and Communications

As a leading provider of capacity-building services in Los Angeles, Executive Service Corps of Southern California (ESC) partners with Southern California nonprofits to help them create meaningful change in their communities. By offering customized leadership coaching and programming and strategic consulting, we help nonprofit professionals develop the expertise, confidence, and networks needed to address pressing social challenges, meet service demands, and achieve strong organizational management and sustainable growth. Through the work and commitment of over 100 skilled and specially trained volunteer consultants, we bridge the gap between the critical support nonprofits require and the resources they can access. Together, we support nonprofits in driving impactful change within their organizations and in the communities they serve.

ESC's work environment is supportive, collaborative, and exciting, and dedicated to ambitious standards and professional growth. We are committed to creating a thriving work culture that is reflective of the diverse, equitable, inclusive, and anti-racist world in which we want to live.

Position Overview: Executive Service Corps of Southern California (ESC) seeks a strategic and collaborative leader for the role of Vice President, Development and Communications (VPDC). This position will be a member of the senior leadership team and will play a central role in advancing an integrated approach to ESC's fund/resource development and communications strategies, driving cohesive efforts that align with our mission and advance long-term growth goals.

Reporting directly to the President & CEO and working closely with senior leadership and the board of directors, this role will refine, develop, and implement integrated strategies to drive revenue growth through philanthropic streams, and enhance brand awareness, engage key stakeholders, and support fee-for-service goals through communications. This role provides a meaningful opportunity to actively enhance ESC's fundraising and communications capacity and strategy, allowing you to create new approaches and drive long-term success beyond simply maintaining current efforts.

Reports to: President & CEO

Supervises: Senior Coordinator, Development and Communications and contracted consultants (e.g. grant writing, communications, web design, etc.). This role will have the opportunity to build a small team of full-and part-time employees in the future.

Position: Permanent, Full-time, Exempt

Location: Remote-first, hybrid (in-person at ESC offices in Downtown Los Angeles at The California Endowment)

Compensation: Commensurate with experience, within a range of \$118,000 and \$128,000. We value our team members and offer a comprehensive benefits package to support their well-being and growth. Benefits include up to 100% employer covered medical coverage, 100% employer covered dental and vision coverage, life insurance, and a 403(b) retirement program with employer matching to plan for the future. Team members enjoy generous paid time off, including vacation, sick leave, and paid holidays, along with additional time off between Christmas and New Year's to recharge. We are committed to your professional growth and offer extensive on-boarding and opportunities for ongoing development, including access to professional coaching, to help you thrive in your role and career.

Responsibilities: Key tasks and areas of responsibility include, but are not limited to:

STRATEGIC FUNDRAISING LEADERSHIP

- Refine and implement ESC's current fundraising strategy while having the autonomy to design and adapt innovative approaches to individual, corporate, foundation, and planned giving, major gifts, and special events.
- Develop, cultivate, and steward a diverse portfolio of individual, corporate, and foundation donors by implementing tailored engagement strategies that strengthen relationships, foster long-term support, and achieve annual fundraising goals.
- Develop strategies for donor, prospect, and grantmaker meetings, including preparing detailed plans and follow-up actions. Participate in these meetings as appropriate, individually or alongside the President & CEO, board members, and other key staff.
- Oversee the development of grant proposals and reports, ensuring alignment with organizational goals and donor interests and compliance with all grant requirements and deadlines.
- Collaborate with the President & CEO and board to cultivate high-level donors and prospects, enhancing long-term fundraising capacity and expanding major donor pipelines.
- Co-lead Board Resource Development Committee with President & CEO.
- Supervise the Senior Coordinator to ensure accurate execution and tracking of development activities, relationships, gift acknowledgments, and overall fundraising results using the Salesforce CRM, shared file system, and hard copy files.

INTEGRATED COMMUNICATIONS

- Refine and implement an integrated communications strategy that focuses on significantly building brand awareness, supports fundraising and fee-for-service goals, and engages and inspires key stakeholders including consultants, donors, clients, community partners, and the nonprofit community.
- Provide strategic oversight of all stakeholder communications, including digital marketing, social media, newsletters, and annual reports, ensuring consistent messaging that resonates with diverse audiences.
- Oversee the Senior Coordinator's maintenance of ESC's website, ensuring that it contains timely and accurate information for both internal and external purposes.
- Ensure the organization's impact is clearly communicated to consultants, donors, clients, and the public, developing compelling content that highlights our mission and success stories.
- Assist in the development of sensitive internal and external communications (letters and public statements), as needed.

BUSINESS DEVELOPMENT COMMUNICATIONS

- In partnership with Vice President, Client Services and Director, Volunteers and Cohort Programs, design and implement strategic communications that support business development goals, with a focus on growing fee-for-service revenue streams and expanding ESC's reach and impact.

SPECIAL EVENTS

- Oversee the planning and successful execution of ESC's donor cultivation events designed to engage and steward board, funder, and other community and stakeholder relations, with the support of the Senior Coordinator.

- Collaborate with the Director, Volunteers and Cohort Programs to plan and execute the annual luncheon, ensuring it serves as a strategic donor cultivation and stewardship event that aligns with the organization's fundraising and engagement goals.
- Partner with ESC leadership staff and board to ensure effective stewardship of event participants and board leadership.

TEAM LEADERSHIP & COLLABORATION

- Partner with senior leadership to align fundraising, business development, and communications initiatives with organizational priorities and long-term goals.
- Supervise staff and external contractors to ensure the successful execution of grant submissions, formal fundraising campaigns, donor stewardship, communications, and marketing efforts.

DATA-DRIVEN DECISION MAKING

- Utilize data and analytics to measure the success of fundraising and communications initiatives, identifying trends, areas for improvement, and opportunities for growth.
- Produce monthly reports for the President & CEO, board, and key stakeholders on fundraising and communications progress.

Preferred Qualifications:

- **Experience:** Minimum of 7 years of experience in fundraising, with at least 3 years in a fundraising director level role. Demonstrated knowledge of local fundraising landscape. Experience in the nonprofit sector is highly desirable.
- **Proven Success:** Experience in designing and implementing successful integrated fundraising and communications strategies with a proven track record of success in major gifts, and corporate and foundation giving.
- **Communications Expertise:** Proven experience in communications, with exceptional written and verbal skills and a talent for crafting compelling narratives that engage audiences and inspire action.
- **Donor Relations:** Demonstrated success in cultivating and stewarding relationships with individual donors, foundations, and corporate partners.
- **Leadership Skills:** Strong leadership and team management skills, with experience mentoring staff and working collaboratively across departments. Excellent detail orientation, task prioritization, and time management skills.
- **Tech Savvy:** Proficiency with MS Office (Word, PowerPoint, Outlook), CRM systems (Salesforce preferred), project management software (Asana preferred), digital marketing tools (e.g., email platforms, social media management), and online research tools.
- **Mission-Driven:** Passion for and commitment to serving organizational mission and vision, with the ability to inspire others to engage in its work.

Desired Characteristics

- Demonstrated ability to work effectively both independently and in collaboration with diverse team members, stakeholders, and community partners.
- Passion for ESC’s mission to coach Southern California nonprofits through transformative projects that help them meet the needs of their communities.
- A strong personal commitment to diversity, equity, inclusion, and anti-racism, with a dedication to supporting the success and well-being of local communities.
- Ability to cultivate meaningful relationships and foster trust with fellow staff, volunteers, donors, board members, and community partners.
- Demonstrate the capacity to foster a collaborative and close-knit team culture in a remote work environment, leveraging virtual tools and communication strategies to maintain strong connections, engagement, and productivity across geographically distributed staff.
- Openness to learning and practicing coaching skills within a team culture that values mentorship, supportive listening, and shared growth.
- Strong critical thinking skills and ability to identify opportunities and suggest solutions.
- Desire to continuously develop fundraising and communications knowledge and best practices, and to strengthen professional skills.
- High level of personal and professional integrity, with proven success in managing confidential and sensitive information.

We understand that a successful candidate may not meet every requirement. If you feel that you have the experience and instincts – and willingness to learn – that would make you a fit for this role, please do not hesitate to apply!

To Apply: Email your résumé and cover letter to jobs@escsc.org with the Subject: Vice President, Development and Communications. Any application missing requested documents will not be considered. This position will remain open until the staffing need is met.

ESC is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive staff team and a work environment which treats all employees in an equitable and respectful manner at all times. ESC’s aim is for our staff, Board, and volunteers to reflect the diversity of the community we serve.

For more information about ESC and our programs, please visit: <https://escsc.org/>