



Director, Development and Communications

About ESC

For over 40 years, Executive Service Corps of Southern California (ESC) has partnered with nonprofits to help them lead boldly, grow sustainably, and deepen their impact. We remove barriers and open doors to expert capacity-building support that would otherwise be out of reach—through customized coaching, strategic consulting, and leadership development delivered by our network of 110+ seasoned volunteer consultants. Each year, they contribute 8,000–10,000 pro bono hours, providing more than \$2.8 million in services that strengthen nonprofits and, in turn, the communities they serve. For more information about ESC and our programs, please visit: <https://escsc.org/>

This is an exciting time at ESC. In August 2025, we embraced a co-leadership model. With this leadership change, and in light of the current environment for nonprofits, we are looking at our organization with fresh eyes. This is a great opportunity for someone who wants to be part of this new leadership journey, rethinking our value and how we do our work, and to create along with us.

Position Overview

ESC seeks a strategic and collaborative Director, Development and Communications to lead and manage our integrated fundraising and communications department. This high-impact role will refine and execute strategies that grow philanthropic support, support business development, and elevate ESC's visibility. ESC's current philanthropic support comes mainly from foundations (40%) with individuals making up 16% of support. The Director will focus on increasing funding from corporations and foundations while also expanding individual donor engagement wherever possible.

As ESC evolves, the position may assume additional responsibilities consistent with its goals.

Reports to: Co-President & Co-CEO, Operations and Advancement

Supervises/Oversees: Manager, Development and Communications, Senior Advisor, Communications, Grant Writer, and web designer. This role will have the opportunity to build a small team in the future. Unique to ESC, employees have access to our 110+ consultants who offer decades of experience across sectors and functions.

Position: Permanent, Full-time, Exempt

Location: Remote-first, hybrid. Employees are expected to attend monthly in-person staff meetings at ESC offices in Downtown Los Angeles and on-site as needed for program, development, and event-related activities. Travel within the region will be required to support in-person meetings, programming, and events at other locations.

Compensation: Commensurate with experience, within a range of \$105,000 and \$115,000. Benefits include medical, dental, vision, 403(b) with employer match and generous paid time off, including vacation, sick leave, and paid holidays, along with additional time off at the end of the year to recharge.

ESC offers extensive on-boarding and opportunities for ongoing development, including access to professional coaching.

Key Responsibilities

Fundraising & Resource Development

- Drive the implementation and refinement of ESC's fundraising strategy to grow support from current donors and attract new corporate, foundation, and individual donors.
- Expand and deepen foundation partnerships to secure long-term funding for ESC's mission.
- Increase sponsorship revenue through event and programmatic opportunities.
- Cultivate giving among ESC's 110+ volunteer consultants, leveraging their capacity for annual, planned, and major gifts, while ensuring smaller gifts are nurtured.
- Manage and grow a portfolio of individual, corporate, and foundation donors through strategic cultivation and stewardship.
- Partner with leadership to evolve the board to become active fundraising partners, shifting from a supportive to a fundraising role.
- Develop strategies for donor and prospective donor meetings, including preparation, execution, staffing of in-person and Zoom meetings, and follow-up with key stakeholders.
- Identify and engage individuals passionate about the nonprofit sector who may support ESC if introduced to our work.
- Oversee grant writing and reporting to align with funder priorities.
- Collaborate with Client Services to support business development goals and fee-for-service growth.

Strategic Communications & Brand Awareness

- Create a compelling case for support that reflects ESC's unique role in the sector.
- Design and implement a communications strategy that builds brand awareness and supports fundraising efforts.
- Oversee the rollout of new branding and development of engaging, accurate, and current content for the website, digital marketing, social media, newsletters, and donor engagement materials.
- Ensure ESC's impact is effectively communicated through storytelling, case studies, and thought leadership.

Special Events & Stakeholder Engagement

- Oversee the planning and execution of donor cultivation and stewardship events.
- Identify opportunities for donor engagement through existing events.
- Lead event-related communications and coordinate fundraising components of key ESC initiatives.

Department Leadership & Collaboration

- Lead and manage ESC's Development & Communications department, including supervision of staff and contractors.
- Provide strategic direction, mentorship, and performance management for the team.
- Partner with Co-Presidents and Co-CEOs to align fundraising, business development, and communications with organizational goals.
- Develop and implement systems and processes that support departmental efficiency and cross-functional collaboration.
- Utilize data and analytics to measure success, track fundraising performance, and inform strategic decisions.

Key Competencies

- **Experience:** Minimum of 5 years of experience in fundraising, with at least 3 years in a leadership role. Demonstrated knowledge of local fundraising landscape, with a focus on foundations and corporations.
- **Proven Success:** Experience in designing and implementing successful integrated fundraising and communications strategies with a proven track record of success in corporate and foundation giving and major gifts.
- **Communications Expertise:** Proven experience in communications, with exceptional written and verbal skills.
- **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.
- **Data and Systems Literacy:** 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.

- **Problem Solving and Adaptability:** Ability to remain flexible and resourceful in a fast-paced, evolving environment.
- **Mission-Driven:** Passion for and commitment to serving ESC's mission and vision, with the ability to inspire others to engage in its work.
- **Inclusive and Values-Aligned Practices:** A strong personal commitment to diversity, equity, inclusion, and anti-racism, with a dedication to supporting the success and well-being of local communities.

Preferred Competencies

- Demonstrated ability to work effectively both independently and in collaboration with diverse team members, stakeholders, and community partners.
- 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.

Ready to Take the Next Step?

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: Director, 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.