



## Director, Development Job Description

### ABOUT EXECUTIVE SERVICE CORPS OF SOUTHERN CALIFORNIA (ESC)

For more than 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 through customized coaching, strategic consulting, and leadership development—delivered by our network of 110+ seasoned volunteer consultants. Together, they contribute 8,000–10,000 pro bono hours annually, strengthening nonprofit organizations and the communities they serve.

In August 2025, ESC adopted a co-leadership model, marking a period of renewal and growth. This is an exciting opportunity to join a forward-looking organization and play a central role in shaping ESC's next chapter.

### POSITION OVERVIEW

ESC seeks a senior fundraising leader to serve as Director, Development, with strategic oversight of communications. This role is **primarily responsible for leading, scaling, and executing ESC's comprehensive fund development strategy**, with a strong emphasis on institutional and individual giving, including engagement of ESC's 110+ volunteer consultants who are key champions and supporters of the mission. **Fundraising planning, management, and execution is the first and foremost priority for this role.**

The Director, Development builds and leads a high-performing development function, encompassing fundraising strategy, donor cultivation, team leadership, and revenue growth. **Oversight of communications is secondary.**

The Director provides strategic leadership and oversight of communications and does not perform day-to-day execution. The day-to-day aspects of Communications are primarily performed by a fractional Senior Advisor, Communications (contractor) and the Manager, Development & Communications.

ESC is particularly interested in candidates whose **primary professional identity is senior-level fundraising** leadership and who have held direct responsibility for revenue growth, portfolio development, and managing development functions or teams.

---

### REPORTS TO

Co-President & Co-CEO, Operations and Advancement

### 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.



## Director, Development Job Description

### COMPENSATION AND BENEFITS

- Salary range: \$105,000–\$115,000, commensurate with experience
  - Employer-funded medical, dental, and vision insurance
  - 2.5 weeks of paid vacation to start, plus paid holidays and year-end office closure
  - 403(b) retirement plan with employer match
  - Extensive onboarding and access to professional coaching
- 

### DIRECT REPORTS AND TEAM STRUCTURE

Supervises and leads:

- Manager, Development & Communications
- Senior Advisor, Communications (fractional contractor)
- Grant Writer (fractional contractor)

This role will have the opportunity to **expand the development team** as ESC's fundraising program grows.

### KEY RESPONSIBILITIES

#### Fund Development & Revenue Growth (Primary Responsibility – 70%)

- Lead, execute, and continuously refine ESC's comprehensive fundraising strategy across individual, foundation, and corporate giving.
- Grow individual giving programs, including annual, mid-level, and major donors, with a focus on retention, upgrades, and long-term relationships.
- Cultivate and steward ESC's 110+ volunteer consultants as key philanthropic partners and ambassadors.
- Secure partnership-based, multi-year funding from foundations and institutional funders.
- Expand corporate partnerships, sponsorships, and other private-sector revenue.
- Scale ESC's planned giving program to support long-term financial sustainability through intentional donor engagement and legacy giving opportunities.
- Personally manage a portfolio of high-value prospects and donors; lead personalized cultivation, solicitation, and stewardship strategies.
- Increase revenue generated through events, sponsorships, and donor engagement activities.
- Prepare and partner with Co-Presidents and Co-CEOs on donor meetings and manage follow-up and prospect movement.
- Collaborate with the Co-Presidents & Co-CEOs to strengthen and activate the Board's role in fundraising through clear expectations, tools, and engagement pathways.



## Director, Development Job Description

- Oversee grant strategy, including prospecting, proposal development, reporting, and ongoing funder communications.
- Partner with Client Services to support business development initiatives that contribute to fee-for-service revenue.

### **Strategic Communications Oversight (Secondary Responsibility – 30%)**

- Provide oversight to ensure communications efforts advance ESC's fundraising, business development, and stakeholder engagement goals.
- Work in close partnership with the Co-CEOs to establish communications priorities and ensure alignment with organizational goals.
- Collaborate with the Senior Advisor, Communications, who leads communications strategy, to ensure fundraising and business development priorities are reflected and supported.
- Translate strategic priorities into clear expectations for staff and external contractors responsible for communications execution.
- Ensure roles, responsibilities, timelines, and deliverables are clearly defined, communicated, and understood.
- Foster accountability by setting clear expectations and monitoring progress to ensure quality standards and deadlines are met.
- Ensure consistent, compelling articulation of ESC's value proposition, impact, and case for support across all channels.

### **Events**

- Oversee planning and execution of donor cultivation and stewardship events.
- Leverage ESC programs and gatherings to engage donors, consultants, and partners.
- Manage the fundraising components of ESC initiatives and ensure all event communications support donor relations and visibility goals.

### **Department Leadership & Collaboration**

- Provide mentorship, professional development, and performance management for staff.
- Develop systems and data practices that support effective fundraising and organizational learning.

## **KEY COMPETENCIES**

### **Fundraising Leadership & Revenue Growth**

- 5+ years of progressively responsible experience in nonprofit fundraising, including leadership roles.
- Demonstrated success leading and scaling a comprehensive development program, with responsibility for revenue growth across:
  - Individual giving (annual, mid-level, and major gifts)
  - Foundation and institutional funding
  - Corporate partnerships and sponsorships



## Director, Development Job Description

- Proven experience securing and stewarding multi-year, partnership-based grants and gifts.
- Track record of personally managing donor portfolios and closing significant gifts through relationship-driven strategies.
- Experience designing and implementing donor acquisition, retention, and upgrade strategies beyond events alone.

### Team Leadership & Management

- Experience managing, mentoring, and developing development staff and consultants, with clear accountability for performance and outcomes.
- Ability to set strategy, delegate effectively, and build systems that support sustainable fundraising growth.
- Comfort providing direction, feedback, and professional development to team members with varying skill sets.

### Strategic Communications Oversight (Not Execution)

- Experience overseeing communications functions or supervising communications professionals, agencies, or consultants.
- Ability to ensure that messaging, storytelling, and visibility efforts directly support fundraising, business development, and stakeholder engagement goals.
- Clear understanding of the distinction between strategic oversight and hands-on communications production.

### Organizational Leadership & Collaboration

- Experience partnering closely with executive leadership and boards to advance fundraising priorities.
- Strong relationship-building skills with donors, funders, volunteers, and internal stakeholders.
- Ability to navigate complexity, balance multiple priorities, and lead through influence.
- Strong decision-making, time management, and organizational skills

Commitment to ESC's mission, community-centered approach, and values of equity, inclusion, and collaboration.

### Data, Systems & Strategy

- Proficiency with CRM systems (Salesforce strongly preferred) and donor data analysis.
- Ability to use data to track donor movement, assess performance, and inform strategy.
- Strong organizational, project management, and follow-through skills.



## Director, Development Job Description

### PREFERRED QUALIFICATIONS

- Experience leading individual giving programs that extend beyond events to include meaningful donor journeys and long-term engagement.
- Track record of securing six- and seven-figure gifts from individuals, foundations, or corporate partners.
- Experience working with or fundraising alongside volunteer leaders or boards, including coaching them to play effective fundraising roles.
- Background in:
  - Capacity-building organizations
  - Professional services nonprofits
  - Consulting, leadership development, or similar mission-driven models
- Experience navigating periods of organizational growth, transition, or strategic reinvention.
- Familiarity with co-leadership or shared leadership models.
- Commitment to equity-centered, relationship-based fundraising practices.

### 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](mailto: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.