



Director, Development and Communications Job Description

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 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—strengthening nonprofits and, in turn, the communities they serve.

In August 2025, ESC embraced a co-leadership model. This period of renewal offers an exciting opportunity for someone eager to join a forward-looking leadership team, help define ESC’s evolving value proposition, and shape the next era of our work.

Position Overview: ESC seeks a strategic, relationship-driven Director, Development and Communications to lead an integrated Development & Communications department with fundraising at its center. The Director will expand ESC’s philanthropic support from foundations, corporations, individuals, and ESC’s 110+ volunteer consultants—many of whom are generous supporters of our mission. While communications is an important part of the portfolio, it is a secondary function that primarily serves to strengthen fundraising, business development, and consultant engagement.

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

Supervises (and has full support of): Manager, Development & Communications, Senior Advisor, Communications (contractor), and Grant Writer (contractor). *This role will have the opportunity to build a small team in the future.*

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 & Benefits

Salary range: \$105,000–\$115,000, commensurate with experience.

Benefits include: Employer funded medical, dental, vision; 2 ½ weeks paid vacation to start in addition to paid holidays, and year-end office closure; 403(b) with employer match; and extensive onboarding and access to professional coaching.

KEY RESPONSIBILITIES

Fundraising & Resource Development

- Lead, strengthen, and execute ESC’s comprehensive fundraising strategy across institutional, corporate, and individual donors.
- Expand foundation and corporate partnerships to secure multi-year funding.
- Grow individual giving across annual, mid-level, and major donors, including tailored cultivation strategies for ESC’s 110+ volunteer consultants.
- Manage a donor portfolio and design personalized cultivation, solicitation, and stewardship plans.
- Increase event and program sponsorship revenue.
- Prepare leadership for donor meetings; participate in high-level funder conversations; manage follow-up and prospect movement.
- Work with Co-CEOs to strengthen the board’s involvement in fundraising by developing meaningful roles and pathways for engagement.



Director, Development and Communications

Job Description

- Oversee grant strategy, writing, reporting, and funder communication.
- Partner with Client Services to advance business development and identify opportunities that contribute to fee-for-service revenue.

Communications (in partnership with Senior Advisor, Communications and Manager, Development & Communications)

- Develop communications strategies that support donor engagement, elevate ESC's visibility, and reinforce fundraising and business development goals.
- Produce messaging and materials that articulate ESC's value, impact, and case for support.
- Ensure content across all platforms is current, compelling, accurate, and aligned with ESC's goals.
- Guide production of website content, newsletters, campaign materials, social media, and digital communications that support revenue and engagement priorities.

Events & Stakeholder Engagement

- 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

- Lead ESC's Development & Communications department with a shared focus on fundraising growth, consultant engagement, and strategic communications.
- Provide mentorship, professional development, and performance management for staff.
- Develop systems and data practices that support effective fundraising and organizational learning.
- Partner closely with the Co-Presidents & Co-CEOs to integrate development, communications, and business development priorities.

KEY COMPETENCIES

Fundraising Strategy & Leadership

- Proven track record growing institutional, corporate, and individual donor revenue.
- Experience managing a donor portfolio; securing significant gifts from foundations, corporations, and individuals; and leading meaningful stewardship strategies.
- Ability to design and implement multi-channel fundraising approaches, including campaigns, donor journeys, annual giving, and major gift cultivation.

Strategic Communications that Drive Revenue

- Ability to use communications, storytelling, and visibility-building to advance fundraising, business development, and stakeholder engagement.
- Adept at translating program impact into compelling messages that resonate with donors, partners, and consultants.

Leadership & Team Management

- Experience managing and mentoring staff; developing team culture; and aligning communications, fundraising, and organizational goals.
- Strong decision-making, time management, and organizational skills.



Director, Development and Communications Job Description

Data-Informed Approach

- Proficiency with CRM systems (Salesforce preferred), project management tools (Asana preferred), and digital communication platforms.
- Ability to analyze trends, track donor movement, interpret engagement data, and adjust strategies accordingly.

Values-Aligned Practices

- Commitment to ESC's mission, community-centered approach, and values of equity, inclusion, and collaboration.
- Ability to build trust with staff, consultants, donors, and partners.

PREFERRED QUALIFICATIONS

- Experience working with volunteer leadership, boards, or advisory groups.
- Ability to collaborate with cross-functional teams and external partners.
- Openness to coaching, learning, and shared leadership.
- High level of integrity and capacity to manage 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.