Director of Development
Job Description

Our Work
Break the Cycle is a national nonprofit organization with offices in Los Angeles and Washington, DC. Break the Cycle’s mission is to engage, educate and empower youth to build lives and communities free from domestic and dating violence. We envision a world in which young people have the rights, knowledge and tools to achieve healthy, nonviolent relationships and homes. Our organizational values include: Innovation, Integrity, Respect, Resourcefulness, Young People Themselves, and Our Community. Every action, decision, program activity or other initiative we undertake must be consistent with our mission, vision and values. It must also aim to further Break the Cycle’s goals of: Educating Youth, Encouraging Youth Activism, Advocating for Systemic Change, Meeting Our Budget, Maintaining Our Budget, and Preserving the Institution.

Job Summary
Located in the organization’s Los Angeles office, the Director of Development is responsible for overseeing the resource development, public relations and marketing programs of Break the Cycle. The Director of Development is a part of the organization’s national management team. S/he reports directly to the Executive Director, and supervises the development and communications and outreach staff, as well as volunteers and interns.

Essential Responsibilities
Responsibilities of the Director of Development (as they relate to the organization’s goals) include, but are not limited to:

Goals: Advocating for Systemic Change, Educating Youth & Encouraging Youth Activism
- Overseeing fundraising efforts to support Break the Cycle’s programs.
- Managing media and public relations efforts and opportunities to promote the organization’s programs.

Goal: Meeting Our Budget
- Developing, implementing and monitoring progress toward short- and long-term fundraising strategy and goals.
- Supervising, setting goals with and for, and reviewing the performance of development and communications department staff.
- Cultivating relationships with current and prospective funders and supporters, especially individual donors.
- Maintaining oversight over all fundraising activities including major giving, grants, special events, direct mail appeals, corporate partnership initiatives.
- Working with the Board of Directors, including the Board fundraising committee, in development-related projects.
Goal: Maintaining Our Budget
- Participating in the planning, writing and reviewing grants budgets.
- Managing expense budgets for all fundraising, public relations and communications efforts.
- Participating in Board Finance Committee meetings.

Goal: Preserving the Institution
- Coordinating all media and public relations outreach and opportunities.
- Managing the organization’s marketing, messaging and communications, including setting and monitoring adherence to branding guidelines and creating mass communications pieces.
- Serving as a public representative of the organization, including cultivating relationships with community members, including prospective volunteers and supporters in order to build awareness of and commitment to Break the Cycle’s work.
- Overseeing the maintenance and expansion of the organization’s database of supporters.
- Participating in quarterly Board of Directors meetings and preparing monthly, quarterly and annual reports as requested by the Executive Director and Board.
- Actively reinforcing organizational culture and agreements.

Qualifications
- Bachelor’s degree required.
- Minimum of six years experience in fundraising, public relations/marketing and management.
- Proven track record of raising funds from diverse sources, including major gifts from individuals, foundations, corporations and government agencies.
- Experience in donor cultivation, grant writing, contracts management and special events.
- Knowledge of and connections to the funding community in Los Angeles, Washington, DC and/or nationally.
- Demonstrated commitment to accountability, measuring outcomes and a results-oriented culture.
- Strong written and verbal communication skills.
- Strong interpersonal, supervision, administration and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Familiarity with donor tracking systems.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills.

Break the Cycle is an equal opportunity employer.

Interested applicants should submit cover letter, resume and salary requirements to:

development@breakthecycle.org

Break the Cycle
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