Director of Development

Reports to: Executive Director
Department: Development
Status: Full-time, exempt
Salary Range: $115,000 - $120,000
Benefits: Eligible
Location: Los Angeles, CA (Hybrid)

Organizational Overview

Griffith Observatory Foundation (the Foundation) is the exclusive non-profit partner of Griffith Observatory, which is owned and operated by the City of Los Angeles Department of Recreation and Parks. Griffith Observatory is the most visited public observatory in the world, a Los Angeles icon, and one of the most popular and highly-ranked attractions in the region. The Foundation's mission is to support and promote Griffith Observatory as a home for science literacy, education, and public astronomy through resource development and advocacy in partnership with the community.

Summary of Position

The Director of Development is an experienced major gift fundraiser and entrepreneurial leader and who is responsible for building and scaling Griffith Observatory Foundation's Development program at a pivotal moment in the organization's history.

This position is responsible for executing fundraising plans to sustain and grow contributed income from individuals — comprising major gifts, annual fund, membership and planned gifts — as well as grants from foundations and government agencies. Alongside the Executive Director, the Director of Development serves as the organization's lead frontline fundraiser, developing relationships with individual and institutional donors, making direct asks, and meeting or exceeding annual fundraising goals in support of operational, strategic, and campaign priorities.

The Director of Development leads the Foundation's Development department and supervises the Institutional Giving Officer, Senior Development Manager, and Database Manager. The position collaborates with the Director of Communications, senior leadership of Griffith Observatory, and other team members to advance fundraising goals. The position supports the Executive Director in stewarding relationships with the board of directors and corporate partners, and works closely with the Senior Event Manager in the implementation of successful donor cultivation and stewardship events. The ideal candidate shares an enthusiasm for science, culture, and the city of Los Angeles.

This is a full-time (40 hours per week, flexibly scheduled) position. Depending on candidate experience, the salary range will be $115,000 - $120,000 annually. This

position is eligible for employee benefits: medical, dental, vision, life, LTD, 401(k) plan including an employer match, vacation, sick leave and holiday pay. In order to provide direct staff leadership, the schedule will be based on business needs.

Essential Duties and Responsibilities

Fundraising and Major Gifts

- Develop and implement short- and long-term fundraising strategies to meet annual income goals for major gifts, annual fund, membership, planned giving, and institutional grants.
- Serve as a lead frontline fundraiser to identify, cultivate, solicit, and steward five-, six-, and seven-figure individual and institutional donors.
- Build and manage a portfolio of approximately 100 top prospects with capacity of giving $100,000 or more, using disciplined prospect identification, cultivation, solicitation, moves management, and stewardship practices.
- Partner with the Executive Director and Board of Directors to support capital campaigns and strategic initiatives.
- Work closely with board members, volunteers, and stakeholders to leverage community networks and meet financial goals.

Leadership, Team Development and Operational Planning

- Lead, mentor, and develop the Development team while assessing future staffing needs.
- Plan, establish, and maintain forecasts of annual contributed income goals for individuals, board members, foundations, and government agencies.
- Develop earned income forecasts for membership and travel programs.
- Provide timely and accurate reporting of financial activity in collaboration with the Executive Director and Director of Finance and Administrative Services.
- Determine and manage Development department budget.

Donor Communications

- Oversee compelling donor communications, cases for support, proposals, campaign materials and stewardship strategies that strengthen donor engagement and giving.
- Ensure accurate, timely and appropriate donor recognition.
- Oversee development and publication of annual report.

Technology and Data

- Oversee development operations, including donor database strategy, prospect management, fundraising reporting, portfolio management, and systems that support data integrity and organizational decision-making.

- Lead the continued implementation and optimization of Blackbaud ALTRU as the Foundation's central development CRM, ensuring strong adoption and data integrity.
- Use donor, prospect, and campaign data to manage portfolios, evaluate performance, forecast revenue, and inform fundraising strategy.

General

- Support Foundation events through onsite staffing (i.e. weekend and evening programming)
- Support Member reservation fulfillment as needed
- Provide the highest quality service to all stakeholders in every interaction
- Uphold all of the Foundation's policies, procedures, guidelines, and standards
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization

Minimum Qualifications

- 5 years of progressive leadership experience in nonprofit fundraising, with a strong track record in science, academia, arts and culture, or museum environments.
- Proven success in managing a portfolio of major donors to meet or exceed annual fundraising goals
- Extensive knowledge of fundraising principles and strategies that span individual and institutional giving, capital and endowment campaigns, membership, and special benefit events, with demonstrated success in strategic and long-range planning.
- Exceptional interpersonal, public-speaking, and written communication skills for engaging high-net-worth donors, board members, and community partners.
- Excellent leadership, management, and administrative skills, including a successful track record managing an advancement team and inspiring steady and successful performance and growth.
- Proven success in building enduring relationships; personal experience in the formation, presentation, and negotiation of high-level gift arrangements, including a track record of involvement in significant individual and institutional gifts from foundations and government agencies.
- Strong familiarity with the philanthropic and arts communities.
- Must be able to speak in public forums effectively and persuasively; write effective communications with impeccable grammar; and exercise political savvy and confidentiality, as needed, in dealings with a wide variety of diverse constituencies, both internally and externally.
- Ability to delegate combined with willingness to work in a "hands on" manner as part of a small team.
- Strong analytical skills; strong understanding of budgets and finance, including restricted and unrestricted funds. Proven fluency in budget preparation, management, and reporting.

- Proficiency with Microsoft Office Suite, Google Workspace, donor CRM systems, and project management software. Experience with Blackbaud ALTRU and Asana preferred. Prior experience using and managing a donor database.
- Ability and willingness to attend events, meetings, and other Griffith Observatory Foundation business after hours and on weekends.
- The qualified candidate must be committed to the Foundation's brand personality: innovative, passionate, civic-minded, gracious, and approachable.

Travel, Working Conditions, Physical Requirements and Environment

- Ability to spend approximately 50% of work day sitting at a computer desk
- Ability to continuously exchange information through listening and talking with staff, volunteers, and individuals in the community
- Moderate local travel, approximately 50% of work hours
- Some evening and weekend work as necessary per events schedule
- Occasional need to stand or walk for long periods of time

Benefits

Griffith Observatory Foundation offers a competitive benefits package that includes: 100% paid medical, dental and vision plan; employer contribution to 401K plan; two weeks paid vacation; 13 paid holidays; accrued sick time off; and complimentary parking at Griffith Observatory.

To Apply

- Please email a cover letter and resume to: info@griffithobservatoryfoundation.org
- Please send cover letter and resume as a single attachment.
- Include "Director of Development: First Name Last Name" in subject line
- No phone inquiries, please.

About Griffith Observatory

Griffith Observatory inspires everyone to observe, ponder, and understand the sky.

Griffith Observatory is an icon of Los Angeles, a national leader in public astronomy, a beloved civic gathering place, and one of southern California's most popular attractions. The Observatory is located on the southern slope of Mount Hollywood in Griffith Park, just above the Los Feliz neighborhood. It is 1,134 feet above sea level and is visible from many parts of the Los Angeles basin. The Observatory is the best vantage point for observing the world-famous Hollywood Sign. Since opening in 1935, the Observatory has welcomed over 85 million visitors. Open late nearly every evening, Griffith Observatory's audience is "the general public," and it is one of the rare places where you will see people from every part of the region and from all parts of the world.

The Observatory is a free-admission, public facility owned and operated by the City of Los Angeles Department of Recreation and Parks in the middle of an urban metropolis of ten million people. The 67,000 square-foot building is one of the most popular informal education facilities in the United States and the most-visited public observatory in the world (with 1.6 million visitors a year). Griffith Observatory is a unique hybrid of public observatory, planetarium, and exhibition space. It was constructed with funds from the bequest of Griffith J. Griffith (who donated the land for Griffith Park in 1896), who specified the purpose, features, and location of the building in his 1919 will. Upon completion of construction in 1935, the Observatory was given to the City of Los Angeles with the provision that it be operated for the public with no admission charge. When it opened in 1935, it was one of the first institutions in the U.S. dedicated to public science and possessed the third planetarium in the U.S.

Fulfilling the Observatory's goal of "visitor as observer," free public telescope viewing is available each evening when skies are clear and the building is open. More people (8 million) have looked through the Observatory's Zeiss 12-inch refracting telescope than through any other on Earth. More than 18 million have seen a live program in the Observatory's Samuel Oschin Planetarium.

The building operated continuously from 1935 until January 6, 2002, when it closed for a comprehensive renovation and expansion. This ambitious $93-million project renewed the Observatory's world-class standing and restored and enhanced the Observatory's ability to pursue its public astronomy mission, all driven by a commitment to excellence and enabled by a successful public-private partnership between the City of Los Angeles and Griffith Observatory Foundation. The renewed building reopened to the public on November 2, 2006. It has operated since then with steadily increasing attendance and cultural visibility.