



**LOS ANGELES  
FOOD POLICY  
COUNCIL**

**JOB ANNOUNCEMENT:  
RESOURCE DEVELOPMENT MANAGER  
LOS ANGELES FOOD POLICY COUNCIL**

**ORGANIZATIONAL SUMMARY**

The Los Angeles Food Policy Council (LAFPC) is a collective impact initiative working to ensure food is healthy, affordable, fair and sustainable for all. Through policy creation, cooperative relationships and innovative projects, our goals are to close the gap in access to healthy food and food assistance programs, cultivate a fair local food economy, protect environmental resources and foster a diverse regional movement for Good Food.

We are seeking an experienced, motivated professional to join our team as **RESOURCE DEVELOPMENT MANAGER**.

**POSITION DESCRIPTION**

The Resource Development Manager is responsible for planning, organizing, and overseeing all fundraising activities including grant seeking and reporting, donor engagement and fundraising events. The ideal candidate is a self-starter, quick learner, enthusiastic about social and environmental causes, and an accountable team collaborator. The Resource Development Manager is a creative professional who is expected to both take direction, and initiate and steward work product. This individual will develop and maintain organizational systems to help LAFPC meet its fundraising goals, and should be extremely passionate about issues of food, justice, and social change. The Manager works closely with the Executive Director and LAFPC's Leadership Board in all development and fundraising endeavors, and will collaborate with LAFPC staff (particularly communications and program staff) to effectively communicate the impact of our work. The Manager will be joining a small, dynamic and diverse team of 7-9 people in an innovative work environment located in Downtown Los Angeles.

**ESSENTIAL RESPONSIBILITIES**

- Develop a comprehensive understanding of all LAFPC's activities to effectively communicate the organization's mission as well as its funding needs
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Maintain and improve grant tracking system to ensure timely submission of LOIs, proposals, reports and other correspondence
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Oversee donor and grant tracking systems
- Maintain gift recognition programs
- Help grow a major gifts program including identification, cultivation and solicitation of major donors
- Direct the annual fund program, including mailings and annual fundraising drives.
- Coordinate fund raising events

- Make public appearances/accept speaking engagements to share information about LAFPC with the community
- Oversee creation of publications to support fund raising activities
- Collaborate with Executive Director on further development and updating of the Resource Development Plan
- Maintain electronic and paper files of all submissions and reports

**SUPERVISION AND COLLABORATION:** The Resource Development Manager reports directly to the Executive Director, and may collaborate with other LAFPC staff as needed.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS**

Relevant skills and experience include strategic thinking, research, grant writing, persuasive writing and speaking, and effective relationship building. A strong candidate will have strong familiarity with food justice, policy and collective impact, and local Los Angeles civic culture.

#### **Required Skills and Experience:**

- A minimum 2-4 years experience in resource development and/or grant writing or related field
- Experience writing grants and preparing grant proposals
- Experience managing multiple projects at once and working with deadlines
- Excellent verbal and written communication skills with creative marketing mindset
- Problem-solving and strategic thinking skills
- Organized and detail-oriented
- Working knowledge of Microsoft Office software and Internet browsers

#### **Desired Skills and Experience**

- Demonstrated success in grant writing, donor cultivation and/or fundraising events
- Experience managing reporting and contract compliance for government grants
- Experience cultivating a donor base and donor benefit program
- Experience developing promotional or marketing material, such as pitch decks
- Experience working in non-profit field, particularly on issues of social justice
- Strong familiarity with food and policy issues in Los Angeles and/or Southern California

### **OTHER REQUIREMENTS**

- If a private vehicle is utilized for company purposes validation of a California Driver's License and proof of personal minimum liability insurance coverage per the requirements of the state of California
- Special Requirements – When necessary, working evenings or weekends and occasional overnight travel required

### **SALARY AND BENEFITS**

The Resource Development Manager position is a full-time salaried position with an annual salary of \$57,000. The Los Angeles Food Policy Council, a fiscally-sponsored project of Community Partners, offers health, dental, and vision insurance, retirement plan, generous vacation and sick leave.

### **HOW TO APPLY**

Applications should be submitted to [jobs@goodfoodla.org](mailto:jobs@goodfoodla.org) with the subject line [Resource Development Manager – NAME]. Please include: (1) a cover letter that discusses relevant experience and describes applicant's leadership abilities, (2) 2-3 professional references; (3) a resume; and (4) a brief writing sample, preferably from a grant application, that is relevant to the position and no longer than 5 pages in length (excerpts are welcome). Incomplete applications will not be considered.

You will receive a response within 2 weeks of submission of your application. No calls or emails please.

### **FOR MORE INFORMATION**

Los Angeles Food Policy Council: [www.goodfoodla.org](http://www.goodfoodla.org)

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to apply.