



Job Title: Director, Development  
Reports to: CEO  
Location: Coachella Valley (Palm Desert, CA)  
Supervises: Development Associate  
Salary Range: \$95-\$120K annually (with benefits), full-time  
Details: Fulltime, in-person only  
Date Posted: June 01, 2022

#### ABOUT LIFT TO RISE

Lift to Rise works to achieve a future where all Coachella Valley families are healthy, stable, and thriving. To this end, Lift to Rise (LTR) catalyzes both institutional and grassroots leaders to effectively collaborate and shift their attention and activities toward mutually reinforced interventions that address the underlying causes of poverty in the region. To learn more, please visit: <http://lifttorise.org>

#### PRIMARY FUNCTION

Under the direction of, and in partnership with, the Chief Executive Officer, the Director of Development will support LTR's revenue development goals through proposal writing and the management of philanthropic grant reports. This position will play a critical role in ensuring Lift to Rise secures, retains, and expands the philanthropic resources needed to advance the organization's rapid growth and widening impact.

#### RESPONSIBILITIES

##### *Proposal Development*

- In the role of "lead writer," this position will support the CEO to both secure new philanthropic grants and renew or extend existing grants by developing clear, persuasive, and compelling narrative about the organization and its work (current budget – approximately \$2 million in philanthropic grants secured annually)
- Support the CEO to advance proposals for current and emerging areas of need and opportunity, including a \$100 million Housing Capital Fund and emergency funds to support rental assistance and home stabilization
- Project-manage grant application processes, collecting information from key team members
- Collaborate with the CEO, Board of Directors, staff, and partners, in executing LTR's annual workplan and funding goals
- Lead fund development research, stay abreast of trends in philanthropic giving both in the Coachella Valley and nationally
- Oversee the collection of technical and supporting information for proposals
- Collaborate with members of the leadership team to advise the CEO on strategic organizational decisions related to new partnerships and business development

## *Grant Management and Reporting*

- Track all partnership and grant revenue, serving as the primary point of contact for development operations
- Develop and closely manage calendar of key reporting dates, leading to the submission of on-time and high-quality grant reports and appropriate acknowledgements
- Ensure all grant files are centrally filed and accessible

## *Relationship Management*

- Maintain strong relationships with administrative staff and/or program officers at philanthropic organizations
- Maintain working knowledge of the range of partners that comprise Lift to Rise's Collective Action Network
- Potential opportunity to grow into a relationship manager with individual donors

## COMPETENCIES

### *Attributes and Qualities*

- Deep and proven understanding of poverty alleviation and systems change work, including but not limited to experience with community development finance (Community Development Financial Institutions, intermediaries, affordable housing), social determinants of health, philanthropy, advocacy and policy, and/or collective impact
- A passion and authentic commitment to justice and equity for people of all ethnicities, races, ages, gender identities, sexual orientations, economic circumstances, physical and mental abilities and characteristics, and philosophies
- Genuine commitment to resident and community issues, as well as to maintaining the integrity of the vision, mission, and values of Lift to Rise
- Exceptional writing skills; ability to clearly and convincingly communicate an aspirational vision that aligns with Lift to Rise's mission, strategic direction and goals, supported by programmatic details and measurements of success
- Excellent editing and proofreading skills, attention to message, detail, branding, and style standards
- Superior organizational and time management skills, ability to meet deadlines
- High attention to detail
- Strong interpersonal skills, experience working with or at philanthropic organizations a plus
- Enthusiastic embrace of a fast-paced "start-up" work style that involves a high degree of collaboration
- "Roll up your sleeves" attitude, openness to an organization that is quickly growing, evolving, and developing new initiatives and approaches to addressing poverty

### *Qualifications*

- A minimum of eight years of grant writing and/or fund development experience or equivalent professional writing experience
- Undergraduate degree required, advanced degree in public policy, social work, or related area preferred
- Experience working in and/or with communities of color



- A passion and authentic commitment to justice and equity for people of all ethnicities, races, ages, gender identities, sexual orientations, economic circumstances, physical and mental abilities and characteristics, and philosophies.
- Genuine commitment to resident and community issues, as well as to maintaining the integrity of the vision, mission, and values of Lift to Rise.
- Able to work in-person, full-time, including weekends and evenings as needed
- Visual acuity to operate computer and laptop for extended periods of time
- Proficiency with Microsoft Office suite, comfort with grant portals (*e.g.*, Fluxx)
- Willing and able to travel as needed across the Coachella Valley and other locales: must have transportation resources available, valid state ID, and maintain clean driving record.

#### APPLICATION PROCESS

To apply for this position, please send your resume and a cover letter that clearly indicates how your experience and qualifications align with this position to the following link <https://lifttorise.bamboohr.com/jobs/view.php?id=30&source=aWQ9MjQ%3D>. We encourage you to be detailed and direct in your cover letter, so we can best understand your interest and potential fit. Incomplete applications will not be considered.