WHO WE ARE

The Local Government Commission (LGC) is a nearly 40-year-old nonprofit organization that works to build livable communities and local leadership by connecting leaders via innovative programs and network opportunities, advancing policies through participation at the local and state level, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. Our work is focused on several key program areas: land use, housing, and transportation; climate; energy; national service; and water.

WHAT WE OFFER

This position is full-time and exempt and is located in Sacramento. The annual salary range for this position is between $100,000 – $125,000 depending on experience and qualifications. The benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage for employee
- Vacation: Ten days of paid time off accrued in years one and two / three weeks accrued during year three
- 12 paid holidays per year
- 401K Plan with an employer match up to 4% of salary, immediately vested
- Transit reimbursement program
- Access to the LGC’s Employee Assistance Program

WHO WE’RE LOOKING FOR

Under the direct supervision of the Executive Director, the Development & Communications Director will be responsible for developing fundraising campaigns, communicating with current and prospective sponsors and Business Partners, grant writing and proposal development, and building and implementing a development strategy for our organization. In addition, this position will oversee the implementation of the organization’s overall communication plan.

WHAT YOU CAN BRING

We are searching for candidates with the following key attributes and qualifications:
An independent self-starter and a team player who enjoys working in a fast-paced environment
• Strong interpersonal communication skills
• Flexible and adaptable
• A problem-solver who enjoys working with colleagues to find solutions to challenging problems
• An aptitude for overcoming obstacles
• Detail-oriented and well organized
• Ability to meet tight deadlines and balance multiple priorities

ESSENTIAL DUTIES AND RESPONSIBILITIES
Works with the Executive Director and Leadership Team to establish funding priorities that align with the LGC’s mission and strategic priorities
• Helps establish fundraising objectives for the organization, setting one-year, three-year, and five-year goals
• Oversees fundraising efforts across all program areas, working closely with Program Directors
• Develops and maintains a donor program that includes individual and agency members and corporate financial donors
• Develops and supports the capacity of the Board to participate in development efforts
• Produces relevant and informative fundraising literature for distribution to current and prospective funders
• Collaborates with staff on major sponsors for events
• Oversees the implementation of the LGC’s Organization-wide Communications Plan
• Develops relevant marketing and communication pieces for distribution related to development efforts including press releases, press kits, and related marketing materials
• Ensures that all coalition, program, and project-specific media created adheres to strict branding standards
• Oversees the design, content, and production of organizational marketing materials
• Performs other duties as necessary

Supervisory Responsibilities: This position will establish and oversee a team working on communications, marketing and network development

ESSENTIAL SKILLS, EXPERIENCE AND ABILITIES
Bachelor’s Degree in Business Administration, Finance, Communications, or a related field
• Extensive knowledge in one or more of the LGC’s core program areas
• 6+ years of diversified fundraising experience (preferably for a nonprofit organization)
• Extensive knowledge of fundraising strategies and principles
• Extensive grant writing experience
• Experience managing donor campaigns
• Intermediate or Advanced knowledge in donor management software for nonprofits
Experience overseeing the implementation of key communication components (branding, marketing strategies, development of marketing materials, media relations, and social media)

Demonstrated ability to operate at both strategic and tactical levels

Excellent written and verbal communication skills

Working knowledge of Microsoft Office suite

Working knowledge of graphic software such as Canva and InDesign

Excellent organizational and leadership abilities

APPLICATION PROCESS & DEADLINE

Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position and three references to HR@lgc.org.

Candidates are requested to use the following headings and labels when submitting their application. References should be included directly in the email body.

- Email subject line: Development & Communications Director Application [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume

Local Government Commission is an Equal Opportunity Employer, and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

This position will remain open until filled and interviews will be conducted on a rolling basis. The priority deadline is November 13th and the second priority deadline is November 20th.