



# Partnership for Los Angeles Schools

## JOB DESCRIPTION – Development Associate

Carver Middle School

Dolores Huerta Elementary

Figueroa Elementary

Gompers Middle School

Griffith Joyner Elementary

Hollenbeck Middle School

Jordan High School

Markham Middle School

Mendez Math & Science High School

Mendez Technology & Engineering High School

99th St. Elementary

Ritter Elementary

Roosevelt High School

*School of Law & Government*

*School of Humanities, Art & Technology*

*School of Science, Technology, Engineering & Mathematics*

*School of Communication, New Media & Technology*

*School of Environmental & Social Policy*

*School of Medical & Health Sciences*

*School of Math, Science & Technology*

Santee Education Complex

Stevenson Middle School

Sunrise Elementary

**POSITION:** Development Associate  
**LOCATION:** 1541 Wilshire Blvd, Suite 200, Los Angeles, CA 90017  
**REPORTS TO:** Senior Director of Development

### ORGANIZATION DESCRIPTION

The Partnership for Los Angeles Schools (“The Partnership”) was founded in 2007 as the cornerstone of Mayor Antonio Villaraigosa’s strategy to improve education in Los Angeles. An independent, nonprofit organization, the Partnership contracts with Los Angeles Unified School District (LAUSD) to transform teaching and learning in its schools so that all students have a foundation for academic excellence and personal success. The Partnership currently manages 22 of the lowest performing schools in LAUSD, servicing approximately 17,000 students. It is the only major school turnaround organization operating at scale in California.

For more information, please visit [www.partnershipLA.org](http://www.partnershipLA.org).

### OPPORTUNITY

The Partnership is seeking a highly energetic, self-motivated individual to help expand and deepen its private and public fundraising efforts. The Development Associate will be part of a 3-4 person development team and report directly to the Senior Director of Development. The Development Associate will be expected to work very collaboratively with the Development Manager and Strategic Partnerships Associate.

Responsibilities include, but are not limited to:

- Write both public and private grant proposals.
- Track all activities related to existing gifts and grants, including preparing formal reports in a timely manner. This may include complex government grant reporting.
- Develop and maintain a strategic database to track all funds received, funds outstanding, donors, prospective donors, key deadlines, and grant reports.
- Conduct in-depth analysis of new and existing donors (foundations, corporations, and individuals) and make recommendations on how to deepen and expand The Partnership’s donor base.
- Research best practices for non-profit fundraising.
- Seek out development opportunities by reviewing Requests for Proposals, government postings, foundation communications, as well as investigating potential co-applicants for strategic grants.
- Work collaboratively with The Partnership staff to synthesize information about school needs and craft development strategies, materials and proposals that reflect these needs.
- Coordinate fundraising events, including large annual event as well as smaller strategic donor meetings.
- Prepare quarterly internal reports to The Partnership’s leadership team about the development team’s goals and progress toward those goals.



# Partnership for Los Angeles Schools

- Ensure that major donors are consistently and appropriately updated about major milestones and challenges of The Partnership.

Carver Middle School

Dolores Huerta Elementary

Figueroa Elementary

Gompers Middle School

Griffith Joyner Elementary

Hollenbeck Middle School

Jordan High School

Markham Middle School

Mendez Math & Science High School

Mendez Technology & Engineering High School

99th St. Elementary

Ritter Elementary

Roosevelt High School

*School of Law & Government*

*School of Humanities, Art & Technology*

*School of Science, Technology, Engineering & Mathematics*

*School of Communication, New Media & Technology*

*School of Environmental & Social Policy*

*School of Medical & Health Sciences*

*School of Math, Science & Technology*

Santee Education Complex

Stevenson Middle School

Sunrise Elementary

## QUALIFICATIONS

The ideal candidate will have:

### Experience:

- Bachelor's Degree from an accredited university.
- 3-5 years of work experience in non-profit or other related field.

### Skills:

- Excellent verbal and written communications skills.
- Strong interpersonal skills and high level of professionalism for interacting with donors, staff and volunteers.
- Ability to effectively communicate with varied audiences using multiple mediums.
- Outstanding project management and organizational skills.
- Strong technology skills to support varied fundraising initiatives (e.g., database management, event logistics, donor research, online giving, etc.)
- Ability to work collaboratively with the development team, school stakeholders, as well as entire staff at The Partnership.
- Ease at managing competing demands and determining top priorities with limited supervision.

### Personal Characteristics:

- Enthusiasm to help build a strong, proactive development team to serve the dynamic needs of The Partnership.
- Fierce commitment to improving academic achievement for the students attending the schools managed by The Partnership.
- Humility and respect for hard work of school professionals and school parents.
- Sense of responsibility and stewardship for the philanthropic funds entrusted to The Partnership.

## COMPENSATION AND BENEFITS

Compensation will be commensurate with experience. The Partnership offers a robust benefits package including health and dental insurance, and a 403(b) retirement program.

## TO APPLY

Please submit a resume and thoughtful cover letter tailored to the position to Julia Stuart, Human Resources Manager, at [employment@partnershipla.org](mailto:employment@partnershipla.org).

For more information, check out our website at <http://www.partnershipla.org/Careers>, contact us at the above email address, or call (213) 201-2000 ext. 201.