



## Advancement Director

### Organization Summary

The Unusual Suspects Theatre Company's (US) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed; and to be heard, valued and respected. We strive to be a bridge that helps youth make positive life choices.

Founded in the wake of the 1992 LA Uprising, US has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County under-resourced youth and their communities. Our free, theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

US is currently pursuing transformative action steps aimed to center our communities in all aspects of our work and bring Diversity, Equity, Access, and Inclusion (DEAI) to the forefront of our operations and programs. For more information, visit: <https://theunusalsuspects.org/>

### Job Summary

The Advancement Director (AD) is a core member of the senior leadership team of an organization with an unparalleled track record of transforming communities by empowering, enriching and educating underserved youth and their families through original and collaborative theatre.

Reporting to the Executive Director and serving as a key member of the organization's leadership team, the AD is responsible for ensuring the successful growth and sustainability of the organization. The AD will lead a high-performing development and communications team, working collaboratively across the organization to build and institutionalize a culture of philanthropy. Additionally, the AD will be responsible for the design and implementation of a comprehensive development plan, meeting ambitious fundraising goals, and engaging with the community through fundraising activities.

The AD is an experienced development professional who thrives in a highly collaborative, entrepreneurial, diverse and inclusive culture. Further, they bring strong experience scaling corporate, foundation and individual donor programs, building internal infrastructure, and working effectively across a complex organization. The position is responsible for increasing annual fundraising for the organization through foundation and government funding as well as individual and corporate giving. The ideal candidate is a strategic thinker with a deep philanthropic portfolio that can develop new ideas for funding and seek sustainable partnerships.

### Responsibilities

The Advancement Director will work closely with the Executive Director to enhance US impact on the under-resourced youth and communities in Los Angeles through assuring financial stability within the organization. Responsibilities include but are not limited to:

## Strategic Leadership

- As part of USTC's leadership team, AD provides vision, leadership, and strategy for sustainable growth across the organization as well as with our organizational transformation to focus on anti-racism, abolition, and anti-colonialism across our work.
- Oversee the design and implementation of an advancement strategy that will significantly increase USTC's fundraising capacity and fortify its current sources of diverse revenue.
- Lead a team of three full-time staffers and partner with leadership and 15+ Teaching Artists to ensure the successful integration of our equity, diversity, multiculturalism, and inclusion standards into the ideation and implementation of our programs.
- Successfully cultivate, sustain, and engage key stakeholders across all branches of the fundraising landscape (corporate funding, individual giving, and institutional/government funding).
- Work with the Executive Director and directors' team to establish and execute long- and short-term strategic development and communication priorities aimed at increasing support from individuals, foundations, and the corporate community.
- Implement the use of best practices concerning the use of data, research, and analysis in identifying sources of support, developing revenue projections, and customized approaches to engaging new donors.
- Collaborate with the Executive Director in overseeing organizational fiduciary responsibility, including cash flow analysis, annual budgeting process, and managing operations within a budget development.
- Develops and oversees all community engagement activities, including major fundraising events and drives.
- Align our fundraising efforts with a community-centric approach.
- Oversee grant management practices and strategies and work closely with the grant writing team to identify, and secure grant funding

## Required Skills & Qualifications

- An unequivocal commitment to diversity, equity, inclusion, access, and multiculturalism as core principles in all fundraising activities.
- 5+ years of direct fundraising experience, preferably within arts nonprofit organizations at 1.5M+.
- Measurable track record in successful fundraising strategies and implementation.
- Support the Board in building a diverse membership and increase philanthropic support for US.
- Experience in budget design, administration, and analysis.
- Strong leadership and interpersonal skills.
- A natural desire to mentor and inspire others, recognize and celebrate excellence, take initiative, work independently as part of a team, and lead by example.
- Adherence to data-driven, consensual, and inclusive decision-making processes.
- Natural talent for relationship building
- Proficiently in relevant development/finance software as well as Zoom, Microsoft and Google Suites.
- Experience in meeting facilitation, and/or community relations
- Detail-oriented with excellent communication, organizational, interpersonal and writing skills
- Must have a reliable form of transportation.

## **Preferred Skills & Qualifications**

- Extensive experience with team management and administration.
- Knowledge of the Los Angeles City/County and California's political and policy process.
- Developed relationships with outside vendors, contractors and operational resources.
- Experience with public speaking and presentations.
- English/Spanish bilingual a plus.

## **Salary & Benefits**

- \$90,000 - \$100,000 annually, commensurate with experience. Exempt position.
- Health benefits reimbursement of up to \$400 monthly.
- CalSavers - Roth IRA Program.
- Cell phone and Internet reimbursement.
- Accrued PTO; 2 weeks' vacation per year and paid sick leave.
- Additional week off from December 24th through January 1st.
- Candidate is expected to work a standard 40 hours weekly and must be open to a flexible schedule, including some evenings and weekends.

All applicants who are offered employment with The Unusual Suspects will be subject to a background investigation.

## **Apply Today!**

Send your resume and cover letter to [jobs@theunusualsuspects.org](mailto:jobs@theunusualsuspects.org). Include in the subject line of your email *Advancement Director Application*. No calls please.

### **Additional Information**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.