



LA84 Foundation
Position Posting: Development Officer

THE ORGANIZATION: As a legacy of the 1984 Olympic Games, the LA84 Foundation continues to be a nationally recognized leader in support of youth sport programs and elevating the importance of sports in positive youth development. LA84 seeks to provide an opportunity for every child to participate in sports and experience the wide range of positive outcomes associated with youth sport participation. Since its launch in 1985, LA84 has invested millions in the communities that supported the Games, reaching more than 3 million youth throughout Southern California, from Santa Barbara to San Diego County. The LA84 Foundation continues to promote the spirit of the 1984 Olympic Games by convening and engaging local, national and international audiences about the role of sport in society, and the impact of the Olympic Games on host cities, especially as we look ahead to the 2028 Games. LA84's headquarters is located in the historic Britt House near downtown Los Angeles, where it houses meeting facilities and the world's premier sports library. For more information, please visit www.la84.org.

Position Summary: Reporting to the Development Director, the Development Officer is a member of a high performing team, responsible for coordinating fundraising events and activities. This new position is an integral member of the Development team and will offer critical support to achieve the high impact fundraising goals of the organization, particularly in our development and launch of a three-year Development strategic plan. This position will be essential to expanding our partnerships and individual donor giving efforts, establishing new and stewarding relationships in our 40th anniversary year and to close the Play Equity gap.

RESPONSIBILITIES:

Coordinate overall development activities including:

- Portfolio management of prospects and donors
 - Cultivate and steward current mid-level donors. Grow and develop the organization's mid-level gift prospect pipeline. Identify, engage and solicit individuals and families capable of making gifts. Develop short- and long-term online and in-person event strategies for prospects.
 - Working closely with the Director of Development, manage ongoing pipeline tracking, event briefs, weekly meetings and ongoing acknowledgment letter reviews.
 - With Director of Development, develop revenue goals for giving, tracking progress closely to ensure that targets are met and strategies re-examined when necessary to ensure achievement of goals.
 - Working collaboratively with the Communications department; draft and align language for use in donor proposals.
 - Identify, cultivate and steward new fundraising activities eg planned giving, peer-to-peer.
 - Utilize contracted CRM for tracking prospects, developing and implementing strategies for cultivation and solicitation.

- Partnerships
 - Cultivate relationships and execute partnerships, including partnership planning, communication, programming execution, reporting and invoicing.
- Support staffing the Play Equity Council Young Professionals Board
 - Stewardship of new and existing Play Equity Council member relationships
 - Enlist the participation of volunteer leadership: identifying, cultivating and soliciting gifts and working with the Director of Development.
- Participate in various Development Department activities and contribute as needed.
- Provide administrative support as requested.

Qualifications and Skills:

- Bachelor's Degree in Business Administration, Communications, or related field.
- 5+ years of fundraising experience in non-profit, corporate development, or related fields, with a proven track record of securing and growing revenue.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Entrepreneurial mindset and ability to thrive in dynamic, fast-paced environments.
- Strong problem-solving, analytical, and presentation skills.
- Familiarity with fundraising software such as Bloomerang, Virtuous, Salesforce, or similar platforms.
- Mission-driven with a demonstrated passion for LA84's work; actively models organizational values through daily actions and behaviors.
- Excellent interpersonal skills with a collegial and collaborative approach.
- Exceptional time management skills, with the ability to efficiently multitask in an unstructured environment with frequent interruptions and demanding deadlines.
- Adaptability to last-minute changes with the ability to make informed decisions.
- Proven results-oriented collaboration and communication skills.
- Experience working interdepartmentally and collaboratively with staff and volunteers.
- Long-range planning abilities with creativity and flexibility.
- Knowledge and adherence to fundraising best practices.
- Excellent written and verbal communication skills.
- Leadership, teamwork, and organizational skills.
- Ability to maintain confidentiality.

Working Conditions:

- General office environment, depending on health and safety precautions. Working in a hybrid working environment with a certain number of days/week on-site.
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

BENEFITS AND SALARY:

Medical, dental, Vision, life, 401k, paid holidays, floating holidays, winter holiday office closure. The salary range is \$85,000 - \$100,000.

To apply: Please send resume, cover letter and the names, phone numbers and email addresses of three professional references by e-mail to officemanager@la84.org. Please use as subject heading "Development Officer" and your last name. Review of applications will continue until the position is filled.

LA84 Foundation is an equal opportunity employer committed to fostering an inclusive environment. We welcome candidates of all backgrounds and will not discriminate against any individual based on race, color, sex, pregnancy, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.