**JOB ANNOUNCEMENT**

**Regional Vice President (Full-time, Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s leading microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 50+ and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over $290 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives.

To achieve this vision, Opportunity Fund seeks new leaders for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary**: Opportunity Fund is seeking a highly professional, dynamic, self-motivated leader to serve as Regional Vice President (RVP) in Los Angeles.

The RVP will serve as primary local spokesperson for Opportunity Fund, acting as the public face of the organization within the region. S/he oversees planning, management, and coordination of the region’s philanthropy and community engagement activities, including communication and outreach to prospects and funders, donor stewardship, and other development-related activities.

In collaboration with and with support from the headquarters fundraising team, the RVP is responsible for the region's fundraising activities, including all phases of fund development, corporate relationship management, foundation grant and relationship management, major gifts, and annual appeals. This position coordinates the day-to-day management of regional funder relationships and, with support from the headquarters fundraising staff, is responsible for managing all gifts generated in the region. The position reports to the Chief Development Officer.

**Responsibilities:**

* **Planning and Strategy:**Formulate and execute a 5-year development plan for the region. Collaborate with the management and development teams to identify needed funds, strategic approaches, and preferred funding targets, including individuals, foundations, corporations, etc. Strategically assess funding requests and probabilities in order to set and realize annual goals.
* **Prospect Research:**Research and qualify prospects for funding and collaborate with the appropriate development staff to gain accurate prospect information.
* **Fund Development:**Conduct research, engage in prospecting, and develop applications to multiple donor sources on a continuous basis. Create and manage a substantial and constantly growing portfolio of prospects that will enable growth and financial goal attainment. Execute on-site meetings, presentations, communications, and negotiations with qualified prospects. Network, prospect, and assist in presentations at all internal and external regional events. With support from grant writer, craft funding proposals and related materials.
* **Stewardship:**Build a robust donor base by developing and maintaining key long-term relationships with funders. Engage and manage current and potential funders with the goal of increasing future funding levels through community outreach, media, clear and compelling funding requests, accurate reporting, and branding and marketing activities. Coordinate with regional and state-wide staff on corporate volunteer needs.
* **Leadership Council:**Create a Southern California Leadership Council and leverage Council members in all aspects of regional development activities. Serve as recorder and provide additional support as needed for all regional Council meetings.
* **Reporting and Tracking:**Maintain pipeline of funding sources. With support from Grant Writer, maintain a calendar of reports to funders on current status of funding activities. Coordinate with state-wide development and finance staff on accurate tracking and accounting of gifts.
* **Marketing and Public Relations:**In collaboration with Director of Marketing and Communications, coordinate public relations activities, such as events and press coverage, and provide updates to state-wide staff for publications. With assistance from marketing staff, collect client stories for use in state-wide and regional email and social media communications.
* **Community Relations:** In partnership with the Vice President of Lending, build relationships with other community organizations as necessary to further Opportunity Fund’s position in the market.
* **Internal Collaboration:**Share regional market information and resources with headquarters development staff to enhance the effectiveness of coordinated fundraising efforts. Collaborate with state-wide finance, marketing, and other Opportunity Fund staff to further regional and state-wide goals, and adhere to all internal development processes.

**Qualifications:**

* Enthusiasm for Opportunity Fund’s mission of helping working people advance their economic well-being.
* Minimum 5-7 years of fundraising, business development, or sales experience required.
* Bachelor’s degree required; advanced degree preferred.
* Direct experience working with individual donors in Los Angeles highly preferred.
* Ability to aggressively and consistently follow up and follow through, with determined self-motivation and autonomy.
* Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior management. Highly skilled in upward management.
* Proven ability to create and successfully execute a multi-year strategic development plan to meet annual income targets.
* Ability to maintain high level of organization, to create processes, to manage several projects at once, and to meet deadlines.
* Skill in networking and communicating a passion for the mission of Opportunity Fund and the region.
* Experience in creating and delivering powerful, compelling written and oral communications.
* Ability to convey complex ideas through brief, simple materials.
* Success in conveying credibility, and confidence when engaging external audiences.
* Highly skilled in cultivating relationships with donors.
* Excellent computer and Internet skills.
* Evidence of sound judgment, discretion, and highest ethical standards.
* Local travel within Los Angeles on a weekly basis. Occasional trips to our offices in San Jose or San Francisco, including overnight stays.
* Ability to attend evening events on a regular basis.

**Compensation, Benefits and Office Location:**

* Opportunity Fund’s headquarters are in San Jose, with additional offices in San Francisco and Los Angeles. This position is located in Los Angeles. Telecommuting is an option.
* Competitive salary, dependent on experience;
* Medical and dental benefits for employee and family;
* Tax deferred 403(B) retirement plan offered (some employer contribution);
* Paid vacation (increased with tenure), holiday and sick leave days.

**To Apply:** Interested candidates should email jobs@opportunityfund.org with a resume and thoughtful cover letter that explains interest in the position and organization, and how their skills and experience meet the requirements of the position. Please specify “Regional Vice President” in the subject heading line.

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