



Director of Development

Coro California (Coro) is a nonpartisan, nonprofit organization focused on cultivating the next generation of diverse leaders through hands-on, collaborative, cross-sectoral learning. With programs for youth, recent college graduates, established professionals, and executives, Coro develops leaders at all stages of their lives and careers. Graduates leave Coro with a deeper understanding of how their communities and organizations work, the leadership skills to contribute to its success, and a network of engaged alumni to help them reach their goals. Coro California formed through the merger of Coro Southern California (established in 1957) and Coro Northern California (established in 1942), uniting the two legacy organizations into a single statewide entity to amplify impact and grow opportunities for leaders across the region.

Reporting to the Sr. Director of Development, the Director of Development plays a central role in advancing Coro California's mission by stewarding and growing financial support for the organization. The role requires collaborating across the organization and with external funders to ensure funding strategies align with organizational priorities.

Success in this role will be measured by increasing philanthropic support for Coro California's programs while deepening donor relationships with existing funders. As Coro California evolves, the position may assume additional responsibilities consistent with its

Your Opportunity for Impact

Key Roles and Responsibilities

Grant Strategy & Portfolio Management

- Develop and execute a comprehensive institutional giving strategy to secure and grow funding from foundation and corporate sources
- Manage a diverse portfolio of institutional funders, ensuring strategic cultivation, solicitation, and stewardship at appropriate levels
- Conduct proactive research to identify new foundation, corporate, and government funding opportunities aligned with organizational mission and programs
- Lead the development of compelling grant proposals, letters of inquiry, and funding applications that articulate organizational impact and funding needs

- Craft clear, persuasive narratives that connect funder priorities with organizational programs and outcomes
- Collaborate with program staff to gather data, success stories, and programmatic details for proposals
- Ensure proposals align with funder guidelines and reflect best practices in grant writing
- Manage proposal timelines and coordinate internal review processes to meet all deadlines
- Coordinate with finance and program teams to gather financial reports, program data, and evaluation metrics
- Maintain organized grant files with all correspondence, agreements, reports, and key documentation

Development Department Support & Events

- Support department-wide initiatives, including fundraising campaigns, donor events, and development planning
- Coordinate sponsorship fulfillment including recognition, benefits delivery, and relationship management
- Represent the organization at funder conferences, networking events, and industry convenings
- Participate in cultivation and stewardship events with institutional funders and prospects
- Contribute to development team meetings with pipeline updates, best practices sharing, and strategic input
- Support special projects and organizational events to advance development goals

Systems, Data & Reporting

- Maintain accurate and up-to-date records in Salesforce, including prospect research, proposals, grants, and funder communications
- Track institutional giving metrics, including proposals submitted, success rates, revenue secured, and pipeline value
- Ensure data integrity and proper coding of institutional gifts for accurate reporting

Leadership Collaboration & Cross-Functional Partnership

- Partner closely with the Development Director to align institutional giving strategies with overall development goals and fundraising campaigns
- Collaborate with senior leadership to identify funding needs for new programs, strategic initiatives, and statewide expansion
- Serve as a strategic advisor to leadership on institutional funding trends, opportunities, and challenges
- Partner with the Growth Team to align institutional giving strategies with organizational expansion plans and new market opportunities

- Collaborate with the Partnerships & Alumni Engagement Manager to leverage alumni networks for corporate partnership opportunities
 - Collaborate with the Program Team to ensure a deep understanding of program models, outcomes, and impact for effective storytelling
 - Partner with Communications and Marketing to develop compelling collateral for funder presentations and proposals that align with brand standards
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Who Will Thrive in This Role?

Key Competencies

- **Project and Event Management:** Demonstrated ability to plan, organize, and execute multiple programs and events simultaneously with strong attention to detail.
- **Operational Excellence:** Strong systems orientation with a focus on consistency, accuracy, and quality control.
- **Relationship Management:** Builds, maintains, and leverages trusted partnerships with diverse and complex stakeholders across all organizational levels and external networks to achieve strategic objectives and drive mutual value.
- **Collaboration and Communication:** Excellent interpersonal and written communication skills; ability to coordinate with diverse teams and stakeholders.
- **Problem Solving and Adaptability:** Ability to remain flexible and resourceful in a fast-paced, evolving environment.
- **Inclusive & Values-Aligned Practices:** Demonstrated commitment to inclusive, values-driven practices that reflect Coro's mission and culture.
- **Data and Systems Literacy:** Proficiency in Salesforce, Google Workspace, and other project management or CRM systems.

Success Measures

- Achieve 100% on-time submission of grant reports
 - Maintain an active prospect pipeline valued at 3-4x the annual revenue target, with prospects at various cultivation stages
 - Expand the active institutional funder portfolio annually while maintaining relationships with existing funders
 - Data accuracy and completeness within Salesforce and shared tracking systems.
 - Effective collaboration with program, communications, growth, operations, and finance teams.
 - Consistent demonstration of Coro's values, professionalism, and responsiveness in all stakeholder interactions.
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Position Logistics

This is a full-time role based in Los Angeles, CA. The salary range for this role is \$105,000 - \$115,000 annually, depending on experience. Coro benefits include medical, dental, 401k match, and a generous PTO policy. This position is classified as exempt.

Coro has a hybrid work policy with employees expected to work in-person from their regional office every Wednesday and on-site as needed for program, development, and event-related activities. Regular travel within the region and occasional statewide travel may be required to support in-person programming and events.

Coro is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, or any other status protected by federal, state, or local law. We prohibit discrimination and harassment of any kind and are committed to providing reasonable accommodations for individuals with disabilities or sincerely held religious beliefs, observances, and practices. If you need assistance or accommodation due to a disability or religious practice, please contact us at ejavey@coronorcal.org.

We are committed to building a team that reflects the diversity of experiences, perspectives, and communities across our region.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Ready to take the next step?

To apply, please complete the application linked below. You must sign into the application form using a valid Google account. If you do not have a Google account, you can sign up for a free one online. Only applications submitted through the application form will be considered.

https://docs.google.com/forms/d/e/1FAIpQLScRm3GqdJhhmLx8EQ9rQ5ml4hxF1Tdloh_zYqlycGT-GZhdg/viewform?usp=dialog

If you are moved forward after submitting an application, our process will involve a multi-step interview process.

Applications will be reviewed as received, with priority given to those received before November 30, 2025.