



VICE PRESIDENT, EXTERNAL AFFAIRS

CLASSIFICATION: Exempt (Non-Union)	SALARY: \$150,000 + DOE
DEPARTMENT: Development	
REPORTS TO: President & CEO	APPLICATION DEADLINE: Until filled

For 45 years Bet Tzedek has set the standard for innovation and excellence in poverty law. Inspired by the Jewish value of “Tzedek, tzedek tirdoff,” or “Justice, justice, you shall pursue,” the organization was founded by a group of volunteers responding to the need for legal services for low-income individuals in the Fairfax District. Today, the agency is comprised of over 80 full time staff and more than 1,200 volunteers dedicated to using the law to reverse injustices and inequalities faced by Los Angeles County’s low-income community members. Each year Bet Tzedek provides know your rights education, individual representation, and policy and impact litigation advocacy on behalf of more than 50,000 people. Bet Tzedek’s clients range from young child immigrants to exploited day laborers, from members of the transgender community to people experiencing homelessness, and from Holocaust survivors to victims of consumer fraud.

Bet Tzedek is seeking a dynamic, creative, and collaborative individual with significant development and communications experience to lead the agency’s development department and direct the organization’s communications work. The Vice President, External Affairs will be responsible for managing all areas of fund development including individual giving, corporate giving, planned giving, institutional giving and public funding. Additionally, the Vice President, External Affairs directs the organization’s communication strategy including digital and social media, branding and collateral, and public relations. The Vice President, External Affairs leads an eight-member team of high achieving staff and reports directly to the President & CEO.

ESSENTIAL DUTIES

- In partnership with the President & CEO and the CFO, develop an annual revenue forecast.
- Consistently build and deepen relationships with board, staff, community partners, media, donors and institutional funders.
- Guide the agency’s communications strategy.
- Lead strategic revenue growth in collaboration with the legal programs team.
- Guide and develop the organization’s Planned Giving program, including the creation of a 50th Anniversary Endowment Campaign (2024).
- Continuously motivate, support and supervise a cross-functional team.
- Regularly represent Bet Tzedek in the community, including attending meetings with key funders and community partners.

QUALIFICATIONS

- Demonstrated commitment to Bet Tzedek’s mission to provide free legal services to those who need them most (required);
- Demonstrated commitment to diversity, equity, and inclusion (required);
- Minimum of 5+ years of experience in development and communications (required);
- Significant leadership and management experience (required);
- Proven track-record in cultivating and soliciting major gifts (strongly preferred);
- Experience with Raiser’s Edge, Raiser’s Edge NXT, Emma, Hootsuite, Adobe and MS Office programs (preferred).

HOW TO APPLY

Email letter of interest and resume to bettzedek.A3.51D@applynow.io (Subject: “VP, External Affairs”)

Please note: To best serve our communities Bet Tzedek seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.