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*I'm an accomplished non-profit manager and fundraising professional with over 20 years of progressive experience working with local, regional, and national organizations. My experience has included strategic planning, leadership development, Board relations, and effective planning and implementation of fundraising strategies for health programs, social services, and arts organizations. I've managed small and large teams, and provided mentorship for employees and management colleagues. This experience includes managing the collective bargaining agreement for staff and leading the negotiations of labor contracts.*

## **EXPERIENCE**

### **Director of Development & Fiscal Sponsorship** International Documentary Association

June 2022 – July 2025  
Los Angeles, California

- Lead the fundraising team responsible for contributed and earned revenue supporting the work of the IDA, managing the teams of Membership, Institutional Fundraising, Fiscal Sponsorship, and Advertising Sales. I recruited, developed, and coached the entire team during my tenure.
- Created a long-term development strategy for the agency, and guided its implementation with staff and the Board of Directors, with emphasis on an annual fund of more than \$3 million.
- Managed the development of an effective donor pipeline with the Executive Director and Board of Directors to increase revenue and long-term stability for the organization.
- Provided fundraising leadership for the Executive Director and the Board of Directors, including research and recruitment of Board candidates.
- Implemented trust-building strategies for an organization that was in both personnel and fiscal crisis at the time of my hiring.
- Collaborated with the Director of Finance and Executive Director to ensure sound management of executing and tracking development processes, including reporting on charitable contributions, and development and maintenance of income and expense budgets.
- Provide counsel and advice to the Executive Director and other management members to develop a healthy company culture, including the integration of a new union and the negotiation of the first collective bargaining agreement.

### **Senior Director of Development, Corporate Partners** **Interim Marketing Director** The Autry Museum of the American West

August 2019 – June 2022  
February 2022 – June 2022  
Los Angeles, California

- Serve as Development Director for corporate and individual philanthropy, including annual support as well as provide leadership for the Campaign for the Autry (2016-2022)
- Research and develop a portfolio of corporate prospects to support the museum's education and public programs.
- Steward and grow a portfolio of leadership partners, which are major corporations that make substantial financial contributions each year.
- Proactively identify, cultivate, and close new corporate partners with a particular focus on companies headquartered (or with significant presence) in Southern California and with a national presence.
- Work closely with internal colleagues to understand how best to align ongoing programming and other strategic initiatives with corporate giving programs.
- In 2022, I assumed all Marketing Department responsibilities in an interim capacity.

### **Major Gifts Officer** Sundance Institute

October 2018 – August 2019  
Los Angeles, California

- Served as the lead individual giving officer for Sundance's western region, managing a portfolio of 150-200 major donors and prospects giving 5 and 6-figure gifts.
- Developed individualized cultivation and solicitation strategies for major donors and executed on those strategies with specific emphasis on fully charitable, program support.
- Provided leadership and support to senior leadership, Board members, and high-level volunteers.

**Executive Director & CEO**  
Boys & Girls Club of Pasadena

October 2015 – August 2018  
Pasadena, California

- Lead an organization serving 2,000 children and families with a staff of more than 50 employees and a \$2 million budget.
- Developed strategies to serve more young people, increasing membership by 30%.
- Designed and implemented a fundraising strategy that led to a 15% growth in revenue, including 25% more revenue from corporate contributions, supported by an integrated marketing and community volunteering strategy.
- Managed more than 60,000 square feet of physical plant and identified opportunities to earn additional program income by renting unused facilities, increasing rental income by 50%.
- Led and implemented a strategic planning process to identify goals for the organization and the strategies that would achieve those goals.
- Developed partnerships to enhance our programs with community organizations like the K9 Youth Alliance, iTennis, A Noise Within Theatre, and UCLA Unicamp.

**Development Director**  
Neighborhood Legal Services of Los Angeles County

March 2014 – October 2015  
Glendale, California

- Hired to restructure the Development Department and create and establish a sustainable source of private fundraising for NLSLA.
- Within 6 months, organized the most successful gala event in the organization's history, exceeding fundraising goals and redesigning the event.
- Drafted and implemented the first development strategy for NLSLA, working with the Board of Directors to approve and implement the fundraising plan.

**Senior Major Gifts Officer**  
**Major Gifts Officer**  
The Trevor Project

January 2013 – March 2014  
August 2010 – January 2013  
West Hollywood, California

- Provided leadership and strategy for a team of frontline fundraisers and volunteers responsible for more than \$2 million in annual revenue.
- Participated in The Trevor Project's management team, including consulting on special projects. In the absence of the Development Director, was the primary liaison between senior staff and the Development Department, including drafting policies and procedures and managing team priorities.
- Qualified and cultivated major gift (\$1,000+) prospects, solicited gifts, and stewarded donors making contributions up to \$125,000.
- Redesigned Trevor's donor stewardship models, focusing on renewing and increasing gifts by donors and growing donor networks.
- Drafted the Give/Get Policy for the Board of Directors that was adopted in 2012. Regularly met with and supported members of the Board of Directors to achieve their personal fundraising goals.
- Developed regional donor networks in San Diego, San Francisco, Seattle, and Dallas aligned with Trevor's national reputation and services.

**Development Director**  
Teen Line

January 2008 – August 2010  
Los Angeles, California

- Created and implemented a fundraising strategy for a small, non-profit organization focused on individuals, special events, and private foundations. Motivated and managed fundraising activities by the Board of Directors and key volunteers.
- Identified new fundraising opportunities to diversify funding sources and promote stability in revenue.
- Solicited individual annual contributions from \$500 to \$25,000 and coordinated direct mail campaigns raising more than \$400,000 with an average gift of \$400.

**Development Officer**  
Inner City Law Center

October 2004 – December 2007  
Los Angeles, California

- Established a development program and created foundation, corporate, major donor, and special events fundraising programs responsible for \$400,000 in annual fundraising revenue.
- Created a major donor strategy to cultivate significant gifts from individual donors. This included researching prospects and training Board members in the new strategy.
- Redesigned the agency's communications programs to address fundraising goals better, meet revenue expectations, and complement programmatic objectives.

**Associate Director, Corporate & Foundation Relations**

January 2002 –October 2004

L.A. Gay & Lesbian Center (renamed Los Angeles LGBT Center in 2014)

Los Angeles, California

- Managed the foundation giving program and expanded foundation fundraising efforts by seeking out new foundations, thus increasing revenue by 50% over two years.
- Developed and implemented a strategy for corporate and foundation revenue totaling more than \$1 million annually.
- Implemented an annual solicitation package to increase sponsorship revenue and solicit according to the sponsors' individual calendars. Quickly exceeded corporate sponsorship goals and built on the long-term strength of the sponsorship program.
- Worked closely with the Director of Special Events to identify budget-relieving sponsorship opportunities, create special recognition programs, and coordinate event needs with sponsors and donors.

**EDUCATION & CREDENTIALS**

**Bachelor of Business Administration – Marketing Emphasis**

May 2000

Loyola Marymount University

Los Angeles, California

*Founding member of LMU's LGBT Alumni Advisory Committee (2012 – 2015)*

**Certified Fund Raising Executive (CFRE)**

Initial Certification: June 2015

CFRE International

*Individuals granted the CFRE credential have met a series of standards set by CFRE International, which include tenure in the profession, education, demonstrated fundraising achievement, and a commitment to service to not-for-profit organizations. They have also passed a rigorous written examination testing the knowledge, skills, and abilities required of a fundraising executive, and have agreed to uphold Accountability Standards and the Donor Bill of Rights.*

**Additional training and education:**

- **Boys & Girls Clubs of America:** Resource Development Exchange (2015); Youth Development Conference (2015); National Conference (2016); Pacific Regional Leadership Conference (2016, 2017); Finance & Human Resources Exchange (2017); Advancing Philanthropy (2017)
- **The Bridge Conference:** Integrated Marketing & Fundraising (2017, 2018, 2020)
- **Center for Non-Profit Management:** Funding Research, Database & Tools; Effective Web Planning; Internet Marketing & Web Presence; Art & Science of Asking for Support (2003 –2008)
- **The Grantsmanship Center:** project planning, research, and proposal writing (2002);
- **So. Calif. Injury Prevention & Research Center:** Program Evaluation (2009)
- **UCLA Extension:** Fundamentals of Development (2004); Digital Fundraising, Major Gift Fundraising.

Proficient with Airtable, Asana, Raiser's Edge, Altru, Neon CRM, Donorperfect, Bloomerang, NetSuite, and Sage Fundraising 50 database software, HTML programming, and publishing software.

**MEMBERSHIPS & AFFILIATIONS**

- Los Angeles County Alliance of Boys & Girls Clubs, Board of Directors (FY 2017-2018)
- Association of Fundraising Professionals – Greater San Fernando Valley Chapter (AFP-GSFV)
- AFP-GSFV Board of Directors (2015-2017)
- Young Storytellers Volunteer Mentor
- Rotary Club of Pasadena
- Pasadena Tournament of Roses Association, Volunteer Member
- LAFC Pride Republic Board Member (2019-2025)
- LMU LGBT Alumni Advisory Committee (2012-2018)
- PADI Certified SCUBA Master Instructor (#196194)