



LifeNet4Families

POSITION TITLE: DIRECTOR OF DEVELOPMENT
DEPARTMENT: DEVELOPMENT
REPORTS TO: PRESIDENT & CEO
CLASSIFICATION: EXEMPT, FULL-TIME

Under the general direction of the CEO, the Director of Development serves as a key leadership team member and an active participant in strategic decision making. In partnership with the CEO, S/he is responsible for all fundraising and development activities. S/he will help forge new relationships to build LifeNet4Families' visibility, impact, and financial resources. The Director of Development designs and implements a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

RESPONSIBILITIES:

- Establish and implement the infrastructure needed to support LifeNet4Families' mission through the solicitation of major gifts, special events, and corporate and foundation support.
- Develop annual development goals, objectives and plan to include donor recognition, retention, and increased giving strategy.
- Expand and diversify LifeNet4Families' donor base/pipeline and work closely with other team members to secure funding for new initiatives.
- Support and partner with the CEO and board members on all major fundraising initiatives.
- Actively work with the CEO and the leadership team to develop and implement a comprehensive development strategy to include individual donors, corporate, foundation, etc.
- Research funding sources and trends, with foresight, to help position LifeNet4Families ahead of major funding changes or trends.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the development program.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Manage donor database.
- Responsible for written acknowledgment of awarded grants.
- Establish and maintain relationships with industry influences and key community and strategic partners.
- Plan and coordinate special events such as annual gala.
- Other duties as assigned.

QUALIFICATIONS:

- High energy and passion for LifeNet4Families' mission is essential.
- 3 years of non-profit development experience with demonstrated success in cultivating, managing and forging new and existing relationships with multiple donor sources.
- Bachelor's degree required,
- Excellent communication skills, both written and oral. Ability to construct, articulate, and implement annual strategic development plan.

Skills:

- Strong interpersonal, communication, research, organizational and time management skills with exceptional attention to detail.