



Job Title: Director of Development

Job Hours: Part Time, or Full Time, pending qualifications of successful candidate. Will include some evenings and weekends

Reporting Structure: Reports to the Executive Director

Job Role:

This role at Family Promise of Lawrence (FPL) will involve working closely with the Executive Director and the Board of Directors as well as taking a lead role as part of the Development Committee. The role will involve creating sustainable giving plans and development activities, as well as execute these plans directly working with staff, board, committees and volunteers.

Job Responsibilities: The Director of Development will be responsible for the planning, coordinating and execution of all aspects of fund development and public relations for Family Promise of Lawrence. Specific duties will be varied and will include, but not be limited to the following:

- Take a lead role as part of the FPL Development Committee
- Create a sustainable Development Plan and a Development Calendar of Events
- Execution of details on all fundraising activities along with a committee which may include staff, board members, committee members and volunteers
- Database management and evaluation – including report preparations for Board of Directors and Executive Director. Management of dashboards for understanding donor opportunities, annual income sources, contact accuracy, giving history, thank you acknowledgements, and mail merge giving receipts for tax receipts
- Development of a corporate/business partner planning
- Donor cultivation and opportunity analysis
- Responsible for at least 2 individual donor appeals annually
- Responsible for developing and implementing major giving
- Work with Development Committee Lead, Board of Directors and Executive Director to implement and launch FPL planned giving
- Participate as an active member on all fund raising event committees
- Establish a calendar of visits by ED, staff, and board members to prospective donors, speaking engagements in businesses, civic organizations and congregations
- Engage with staff on some program participation to better understand and therefore represent the mission, purpose and stories of FPL to aid in marketing, branding and donor development

- Research grant opportunities
- Grant writing
- Grant reporting
- Continue to stay updated on all current trends and opportunities in fund development
- Social media management
- Website management
- Press releases
- Develop relationships with local media outlets
- Prepare and track budgets and expenditures of all fund development expenses and income to ensure adherence with the current annual budget along with the Executive Director.
- Prepare reports for the Board of Directors, Development Committee and other entities as requested by the Executive Director.
- Performs other tasks as assigned by the Executive Director.

Qualifications: The Director of Development must be a highly organized individual with exceptional people skills, time management skills and able to work in a flexible work environment to meet the needs of FPL. Communication skills, honesty, integrity, loyalty, highly professional demeanor, and respect are additional required qualifications. Ability to speak with a variety of faith communities is helpful.

Education and Skills:

- Minimum qualifications include a Bachelor's degree (graduate preferred) from an accredited school
- Minimum of five years of fund development experience
- Ability to communicate effectively, plan, organize, execute and prioritize work
- Self-motivated and Self-directed
- Enthusiasm for work in social justice
- Multi-tasking and time management abilities critical
- Must be able to handle detailed information with a high degree of accuracy and to maintain a high degree of confidentiality
- Interpersonal skills are critical with the ability to work effectively with a wide range of people from different cultures and faiths
- Proficiency in effective oral and written communication
- Grant research and writing
- Microsoft Office, database and computer skills required

Physical and Emotional Demands: This position may require lifting/carrying (20-30 lbs), walking, stair climbing, sitting, and standing, driving, and prolonged visual concentration. Working in an environment with families in a situation of homelessness requires mental and emotional fortitude, adequate self-care, and awareness of surroundings.