

Lutheran Services Carolinas Job Description

Job Title: Director of Development
Supervisor (title): Chief Development Officer
Department: Development
Approved by: B. Welch 

Date: 11/25/2015

Position Purpose/Summary:

The Director of Development will work in collaboration with other members of the Resource Development team to support the ministries of LSC, and is responsible for a wide spectrum of resource development assignments.

Essential Functions: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Planning, implementing, and managing special fundraising campaigns and initiatives.
2. Cultivating and soliciting a significant portfolio of major donors and prospective major donors.
3. Serving as primary liaison for other groups of donors as appropriate (may be geographic, special interest, or assigned based on other criteria).
4. Directing local fundraising efforts in coordination with local staff.
5. Working with consultants and/or contracted staff on development projects and initiatives as needed.
6. Integrating advancement activities with other LSC development efforts to help ensure successful coordination of campaign efforts and major donor cultivation efforts with communications, events, and foundation relations.
7. Reviewing and providing input on appeals, mailing lists, financial reports, recognition lists, and acknowledgement letters to help ensure proper stewardship of donors and prospects.
8. Assisting with logistics, representation, and presentations at events, including donor appreciation events, assemblies, church organization gatherings, community events, etc.
9. Supervising development staff as assigned
10. Other duties related to campaigns/initiatives and major donor cultivation as needed.

Supervisory Responsibilities, if any *(The scope of the person's authority, including the positions that report to the incumbent.):*

May provide occasional supervision to the following positions:

*Donor Relations Manager
Donor Relations Specialist
Development Officer*

Qualifications (Minimum Job Requirements): *The requirements listed below are representative of the knowledge, skill, and/or ability required for the job. Reasonable*

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Education: Bachelors Degree.

Experience: Minimum 4 years experience in significant development role.

Specific skills/abilities: Demonstrated ability to manage details of several projects simultaneously. Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally; and effective collaboration. Proficiency with computers, Microsoft software, and donor databases.

Specialized knowledge, licenses, etc: N/A

Preferences (Optional):

1. Familiarity with the NC Synod of the ELCA and/or the SC Synod of the ELCA
2. Proficiency with Raiser's Edge database.

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Office environment. Sitting at desk and in front of computer for extended periods of time.
2. Ability to bend, reach, and stoop.
3. Ambulatory throughout all areas of the organization.
4. Ability to lift minimum 20 pounds.
5. Willingness and ability to travel throughout North and South Carolina as needed, including evenings or overnight travel.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.