

Lutheran Services of Georgia (LSG)

Job Title: Director of Development

Reports to: Chief Executive Officer

JOB SUMMARY

Under the general supervision of the Chief Executive Officer (CEO), the Director of Development is responsible for designing, implementing and managing all fundraising strategies for the agency. The Director of Development will develop new relationships to enhance Lutheran Services of Georgia's visibility, impact and overall funding strength.

The Director of Development is charged with managing a staff responsible for soliciting and successfully securing financial support from individuals, foundations, corporations and government entities. Development strategies include, but will not be limited to, major gifts, special events, direct mail, and cloud funding.

JOB RESPONSIBILITIES

Essential Responsibilities:

- Works with Lutheran Services of Georgia's CEO to plan, develop, implement and evaluate all fundraising strategies for LSG in order to determine their effectiveness and meet funding goals for the agency.
- Supports and engages LSG's CEO, Chief Operating Officer and Board in fundraising initiatives.
- Oversees and ensures successful initiatives in the areas of Annual Fund, Individual Gifts, Foundation grants and relations, Major Gifts and Planned Giving.
- Builds, maintains and enhances donor relations with private individuals, statewide foundation representatives and public grant funders.
- Builds board relations in order to increase sphere of influence approaches to new donors and increase board involvement in fundraising.
- Expands the current donor database in order to secure increasing amounts of funding needed for program growth.
- Presents the Development department's analytic data via Dashboard, to LSG's Leadership Team and Board members.
- Develops and puts into practice a viable donor cultivation strategy and donor recognition program.
- Attends and participates in LSG events.
- Conforms with all regulations, policies, work procedures, and instructions required by LSG. Adheres to all professional standards required by the Association of Funding Professionals and complies with the various federal, state or local laws that apply to and regulate their job responsibilities.

Supervisory Responsibilities:

- Supervises, leads, guides and supports the Development Staff including the Annual Fund Director, Communications Manager, Grants Manager and Administrator.
- Interviews and selects staff with input from others.
- Orients, supervises, coaches and counsels staff.
- Ensures training requirements and needs are met. May conduct in-service training.
- Delegates and oversees work assignments.
- Monitors performance and adherence to LSG's mission, policies, procedures and service philosophy. Conducts performance reviews.
- Recommends or initiates personnel actions such as salary increases, promotions, disciplinary actions including performance improvement plans and terminations. Writes job descriptions.
- Attends management training.

Financial Responsibilities:

- Develops and administers the department's budget.

QUALIFICATIONS

- Bachelor's Degree
- 10+ years of fundraising experience including demonstrated success in relational fundraising and managing a development staff.
- Knowledge of LSG's mission, philosophy, culture, protocol, and organizational structure.
- Knowledge of principles and practices of personnel and business management team building, and supervision.
- Knowledge of effective and efficient methods for organizing and maintaining records and ability to perform the same.
- Knowledge of the principles and practices of fund-raising management.
- Knowledge of the principles and practices of major gifts administration.
- Knowledge of local, state and federal government fund-raising opportunities.
- Ability to plan, develop, and coordinate programs, meetings, and special events related to fund-raising.
- Ability to maintain the security and accountability of donated funds and/or assets.
- Ability to present a positive and professional image of LSG.
- Ability to prepare and maintain reports in an accurate, complete, and timely manner.
- Ability to work independently and with limited supervision.
- Ability to read, write, and communicate the English language effectively.
- Ability to communicate clearly both orally and in writing including providing clear instructions to employees.
- Ability to speak before small and large groups of people.
- Must have the ability to communicate with all persons in a culturally competent manner.
- Must be sensitive to the service populations' cultural and socioeconomic characteristics.

- Ability to establish goals and objectives and monitor their effective implementation.
- Ability to apply discretion and independent judgment and exercise confidentiality.
- Must own a personal vehicle and have a valid Georgia Driver's License, good driving record and appropriate automobile insurance.
- Ability to work in a team environment with a diverse group of people at Agency, Board, and Community levels.

Desired Qualifications:

- Master's Degree or Certified Fund Raising Executive (CFRE) Designation
- Knowledge of E Tapestry

Lutheran Services of Georgia (LSG), is a \$15M statewide nonprofit agency with a mission to promote services that enhance the stability, wellness, health, and safety of individuals and families in Georgia. LSG serves those in need with integrity, love and kindness in order to change lives, restore dignity, work for justice, and bring hope, healing and strength.

This is a full-time position. Salary is commensurate with experience and qualifications.

To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. If you have application questions, please email them to ourfundraisingsearch@gmail.com.