

JOB DESCRIPTION

Functional Title:	Director of Development
Department:	Development
Position Status:	Full Time - Exempt
Reporting to:	President & Chief Executive Officer
Last revision date:	December 2022
Direct Reports:	Development/Marketing Staff

Join our dynamic and diverse team of professionals making an impact!

LifeBridge Community Services is a leading non-profit organization in Fairfield County committed to partnering with individuals, youth, and families to improve wellbeing, strengthen resilience and create a brighter future. By providing a combination of behavioral health services, youth development, and asset-building resources – as well as meals for seniors and interpreting services statewide – our impact strengthens our community. We are dedicated to building a diverse, inclusive team where employees feel a sense of belonging and are valued for their contributions and perspectives. In all our interactions, whether with clients, colleagues, or community members, we strive to be respectful, transparent, collaborative, deliberate and impactful.

Guided by community-centric fundraising principles, the Director of Development will help guide, implement, and evaluate an annual strategic fundraising plan to support all aspects of our work.

Job Purpose/Function: *(the main contribution of the function to the total organization.)*

Reporting to the President & CEO, the Director of Development will help guide and execute a strategy to build a large, sustained base of annual individual, corporate and foundation donors. The Director of Development will be responsible for creating, leading, and directing all development, donor cultivation events, and fundraising efforts on behalf of LifeBridge. Three key responsibilities of the Director of Development include major donor stewardship, grant writing and reporting, and event planning. The position incumbent will need to work independently and deliver high-quality writing, fundraising, and research support.

Major Responsibilities:

- Lead development and fundraising efforts for LifeBridge.
- Establish and implement short and long-range resource development strategies, goals, objectives, and strategic planning in conjunction with the CEO.
- Responsible for donor and grant prospecting, writing grant applications and proposals, and grant reporting (in partnership with program leads).
- Plan and execute annual fundraising events, to include acquiring event sponsorships.
- Make improvements to processes and systems within development department to strengthen accurate record-keeping, and efficiencies around donor stewardship efforts and fund reporting. Maximize the greatest return on staff time and effort.
- Work closely with the agency leadership team on all messaging, marketing, events, branding, and positioning efforts for the organization. Develops both short and long-term strategies for increasing reach and brand visibility.
- Manage development staff.
- Develop, in conjunction with the finance team and CEO, the organization's development budget, monitor the budget monthly and meet all fundraising and revenue projections for the organization.

- Support the CEO and the organization in the development of strong long-term relationships with major individual, foundation, and corporate donors/funders to ensure fund development strategy is achieved.
- Provide thought leadership for increased growth, and opportunities for innovation.
- Seek public relations opportunities for CEO, including public speaking engagements.
- Represent LifeBridge at community and fundraising events, and in donor communications.
- Define metrics and measurements that quantify performance against goals and institutionalize a system for obtaining and reporting those metrics and measurements for development.
- Perform other related duties as assigned by CEO.

Authorities:

- Makes daily operational decisions within the parameters of established development procedures, guidelines, and norms. For example, approves social media posts that fall clearly within established guidelines.
- Authorizes expenses within approved development budget.
- Recruits, hires, supervises, and discharges staff, volunteers, and interns to ensure the development team functions at a high level.

Accountabilities: *(the major end results that should be reached in the job function)*

- Diligent and honest effort towards accomplishment of development goals and objectives.
- Supervises the development staff -, including accountability for their time.
- Ensuring processes and systems are efficient and meet development departmental needs.
- Ensuring that agency and departmental policy and procedures are followed.
- Managing the development budget.
- Timely, accurate, and effective grant submissions.
- Timely, accurate, and effective reporting on grants to grantors.

Performance Indicators: *(the areas the job function has a measurable impact)*

Specific indicators to be developed collaboratively between the Director of Development and President & CEO. Metrics could include:

- Total funds raised (Restricted, Unrestricted, and Capital)
- Number and types of donors
- New and reoccurring donors; donor retention rate
- Grants prospected; grants submitted; grants awarded
- Newsletter subscribers; newsletter open rate
- Social media posts
- Social media followers and engagement metrics
- Community outreach events

Education and Experience Required:

- Bachelor's degree in business, communications, public relations, or related field
- Minimum of 5 years of experience in nonprofit fundraising, serving in roles with progressive levels of responsibility, including experience with the following: individual giving, public funding, institutional giving, major gifts, planned and capital giving, prospect research, stewardship, special events, and development operations.

- Grant writing and reporting experience.
- Experience planning and executing fundraising events.
- Proven management and leadership capabilities.
- Experience working with senior-level executives and Board of Directors.
- Knowledge of fundraising techniques and sources of funding for nonprofit agencies.
- Excellent interpersonal, verbal, and written communications skills. Ability to develop and sustain impactful relationships with various constituencies and serve as an ambassador of LifeBridge. Ability to establish and maintain effective working relationships with staff, board members, volunteers, community groups, and other related agencies.
- Experience planning and executing integrated, strategic communications in support of achieving brand awareness, fundraising, event, programmatic, or other organizational goals. A functional understanding of how to effectively leverage various communication mediums and distribution channels for optimal exposure and impact.
- Ability to manage multiple activities, events, and projects simultaneously.
- Self-starter who takes initiative and seeks direction as needed.
- Willingness to take independent ownership and initiative in relation to departmental goals and responsibilities.
- Proficiency in Office 365 (Outlook, Microsoft Word, PowerPoint, Excel, OneNote, Teams, and SharePoint).
- Demonstrated ability to recruit, manage, coach, motivate, and ensure ongoing professional development of high-performing staff.
- Knowledge of donor database systems.
- Knowledge of and fundamental adherence to the principles, ethics, and best practices of modern fundraising, including the integration of various giving programs to diversify the funding base and cultivate greater donor commitments.
- Ability to work some evenings and weekends in response to planned fundraising and outreach events (infrequent).

Confidentiality: The employee will be required to sign a confidentiality agreement. Violation of this agreement may result in disciplinary action up to and including immediate dismissal.

Physical Requirements: Frequent sitting and ability to talk and hear. Frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, crouch and kneel. The member must occasionally lift and/or move up to 25 + pounds. The member will be required to travel locally by vehicle, work in an office setting sitting behind a computer, as well as interact with clients. Required to be free from communicable diseases.

Work Environment: The noise level in the work environment is typical of any residential setting/outpatient treatment facility and ranges from low to high. Frequent interaction with individuals in the program and community.

Salary Range: \$85,000-\$95,000

To Apply: Candidates should apply via our website at www.lifebridgect.org or they can go directly to the application [HERE](#).

Agency Disclaimer: The President & CEO may modify this job description based upon agency needs; may require the employee to perform functions beyond those mentioned and may treat the employee as an at will employee.

VALUES

In all our interactions, whether with clients, colleagues, or community members, we strive to be:

- *Respectful – we work in a manner that is inclusive recognizing we all have different backgrounds and experiences*
- *Transparent – we communicate openly and honestly to build trust and clarity*
- *Collaborative – we listen and support each other to reach collective goals*
- *Deliberate – we make decisions in a thoughtful manner to achieve the greatest benefit*
- *Impactful – through our work, clients, and the community experience noticeable improvements*