



Lakeshore Foundation is a non-profit 501c3 organization. Our mission is to encourage and provide opportunities for people with disability to live a healthy lifestyle through activity, research, advocacy, and health promotion.

New Job Posting: Full Time Development Coordinator

Lakeshore Foundation is currently seeking a development professional to support the strategic fundraising efforts of Lakeshore Foundation by implementing, evaluating, and refining the unit's development activities, with an emphasis on major gift wealth screening, prospecting and management of on-line planned giving program. Will identify major gift donors and prospects in accordance with performance targets. Fosters collaborative relationships with development colleagues and Lakeshore Foundation constituents by coordinating joint solicitation efforts, developing internal processes and procedures, and aligning marketing and outreach efforts for multiple development programs and initiatives within the unit.

PRIMARY JOB RESPONSIBILITIES:

- Identifies major gift donors and prospects including individuals, corporations, and/or foundations in accordance with performance targets set by the Director of Development.
- Establishes and maintains collaborative working relationships with Lakeshore Foundation, development colleagues, and appropriate board members and/or other constituents to maximize the unit's total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
- Leads in short- and long-range activities in planned giving strategies including on-line management and oversight of the planned giving partnership with collaborative entity.
- Coordinates day-to-day unit-based development strategies and activities to ensure their integration into Lakeshore Foundation's overall development program.
- Makes effective use of the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers in coordination with objectives.
- Conducts research to identify prospects, with an emphasis on major gifts exceeding \$50,000, and creates strategies to match prospects' interests to the priorities of the department and Lakeshore Foundation.
- Plans and conducts programs and activities designed to increase the visibility of the department and Lakeshore Foundation to internal and external constituencies.
- May train and supervise interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.

QUALIFICATIONS:

Bachelor's degree; at least 3-5 years of documented professional experience directly related to the duties and responsibilities specified.

Demonstrated ability in prospecting for or researching gifts from individuals, corporations, foundations, and other private funding sources. Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.

Lived experience with a physical disability is advantageous.

Position start date expected to be January 2022

Please forward resume and letter of interest by December 10, 2021 to: Debbie Smith, debbies@lakeshore.org.

EOE