



LAKESHORE

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

New Job Posting: Associate Director, Development

RESPONSIBILITY AND AUTHORITY

The full time Associate Director, Development supports the strategic fundraising efforts of Lakeshore Foundation by implementing development activities. Personally identifies, cultivates, solicits, and stewards 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.

Under the general supervision of the Chief Development & Communications Officer. Responsible for specific components of the overall fund development plan that contribute to meeting the organization's philanthropic goals.

PRIMARY ACTIVITIES

- Identifies, cultivates, solicits, and stewards donors and prospects including individuals, corporations, and/or foundations, through visits and other forms of direct personal contact in accordance with performance targets.
- Establishes and maintains collaborative working relationships with Lakeshore Foundation, development colleagues, and appropriate board members and/or other constituents to maximize the department's total gift revenue, plan solicitation strategies, and leverage joint solicitation efforts.
- Assists and/or leads in short- and long-range strategic planning activities to create and implement fund-raising goals and objectives.
- Coordinates day-to-day unit-based development strategies and activities to ensure their integration into the overall development program.
- Make effective use of the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, and volunteers in coordination with objectives.
- Conducts research to identify prospects and creates strategies to match prospects' interests to the priorities of the department.
- Researches, writes, edits, and/or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other development-related communication materials in support of the department's fund-raising activities.

- Plans and conducts programs and activities designed to increase the visibility of Lakeshore Foundation to internal and external constituencies.
- May train interns and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree; at least 5 years of documented professional sales/marketing/development experience.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Strong written, verbal, organizational, and communication skills.
- Excellent attention to accuracy and detail.
- Experience using a relational database application, preferably a donor database, as well as the ability to create queries to extract data or generate reports.
- Excellent computer skills, including use of MS Office applications (especially Word, Excel and Access). Intermediate knowledge of Excel preferred.
- Knowledge of office procedures, filing systems, statistical data collection and interpretation, and routine office equipment.
- Current Alabama's Driver's License.
- Flexibility to manage changing priorities in a fast-paced environment.

Please forward resume and letter of interest by August 11, 2023 to: Debbie Smith, debbies@lakeshore.org.

EOE