

Lutheran Metropolitan Ministry

Director of Development

Background

A mission-driven organization, Lutheran Metropolitan Ministry (LMM) serves people in Northeast Ohio and walks with them on their road to self-sufficiency. LMM helps empower people to overcome barriers, obtain job skills, gain employment, locate safe and stable housing, access counseling and support services, stay out of prison, and secure second chances in community. ♦ Our mission is to promote shalom (peace, well-being) and justice (right relationships) through a Christian ministry of service and advocacy with those who are oppressed, forgotten and hurting.

Job Summary

The Director of Development is responsible for identifying, cultivating, soliciting, and stewarding current and potential donors to secure gifts in support of Lutheran Metropolitan Ministry's (LMM) strategic priorities and fundraising initiatives. The Director of Development also has responsibility for the management and oversight of the annual fund solicitation program, moves management process, database integrity, and special event solicitations. The Director of Development will maintain a portfolio of approximately 100 active donors and prospects with special emphasis on guiding and securing leadership and legacy gifts and commitments for the agency. Participation and assistance with other LMM priorities and events is expected.

Reports To

Vice President, Development & Communications ♦

Responsibilities

Duties include:

- Manage a portfolio of active donors and prospects with specific goals and benchmarks intended to secure annual, major, planned, and estate gifts; organize prospect visits efficiently and strategically, including LMM staff as appropriate.
- Responsible for the strategic management and coordination of unrestricted sources of revenue (LMM Fund). Develop comprehensive annual action plan detailing LMM Fund solicitations and communications (direct mail, telemarketing, e-solicitations, web and social media).
- Collaborate with Vice President regarding individual donor solicitation strategies and special constituency solicitations for LMM Fund and other funding priorities and needs.
- Provide supervision and direction to Database Coordinator and identify & offer appropriate training & development.
- Build and maintain an in-depth knowledge of LMM, its funding priorities, and giving opportunities in order to articulate a compelling case for support and collaboration with agency programs and other initiatives to engage donors and friends in meaningful ways.
- Make presentations to community groups about LMM and fundraising initiatives.
- Develop effective partnerships with internal and external constituencies.

Qualifications

Our ideal candidate has a Bachelor's Degree in related discipline; Master's Degree preferred. The candidate must have knowledge of and experience with database and donor tracking systems and a minimum of 5 years of experience in development or related field. Also, the candidate must have knowledge of and experience with estate planning, including wills, trusts and estate & gift tax laws.

How to Apply

Join our team! Go to ♦VIPRE Business Agent Anti-phishing removed a known bad URL from your email message. It was deleted or quarantined and replaced with this message. ♦to complete an online application and attach a cover letter (with salary requirements) and resume. Applications accepted until November 17, 2017.

Lutheran Metropolitan Ministry

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