

The Thompson Center on Lourdes, (TCoL) is a 501c3 non-profit organization that enables everyone to celebrate life, by offering a wide variety of programs, activities, and services for people over fifty years of age to celebrate life in a safe, friendly environment, Monday through Friday, 8:30 am – 4:30 pm.

Job Title:	Development Director	Position Type:	Full-time, Monday-Friday
Location:	Thompson Center on Lourdes	Reports to:	Executive Director

Position Summary: The Development Director will plan and execute all fund development activities. The position is responsible for identifying, soliciting, and securing funds from private individuals, corporations, political bodies and foundations, as well as planning, execution, control and evaluation of fundraising (annual giving, grant writing, events, major gifts, capital campaigns). The Development Director will work closely with the Executive Director, staff, and volunteers to enhance and support the overall mission of TCoL to assure that funding is generated to serve its important mission.

Essential Duties and Responsibilities

ROLE AND RESPONSIBILITIES:

The following duties are normal for this position. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Engages with major donors and other key funding organizations.
- Seek out grant opportunities, write grant requests and grantee reports.
- Research and target charitable trusts sympathetic to the needs of those serviced within the organization.
- Ensures grant proposals made to public agencies, including local, state, and federal governments and private foundations, as well as all final reports are completed in a timely and effective manner.
- Develops guidelines to ensure compliance with all requirements related to receipt of public and private funds, planned giving and endowment funds.
- Development of documents to include impact reports, fundraising press releases, fundraising letters, flyers, proposals, and donor newsletter.
- Development of Donor Newsletter
- Fully utilize the capabilities of donor management software including maintaining proper donor records and reports.
- Foster positive donor relationships through writing of notes, making phone calls and/or visits.

QUALIFICATIONS:

- Commitment to the mission and values of the organization.
- In-depth knowledge of stewardship, business, and fundraising development strategies.
- Must have a demonstrated record of successful stewardship and strong grant writing skills.
- Demonstrated ability to influence others to support the organization’s mission; to be an effective advocate.
- Have a positive attitude with strong communication and verbal skills; and can communicate successfully with the community, donors, and potential donors in both a written and verbal format.
- Must be self-motivated, energetic, and professional.
- Must be proficient in computer skills.

EDUCATION REQUIREMENTS:

- Minimum three years related experience required.
- Bachelor’s degree highly preferred.

ESSENTIAL FUNCTIONS AND WORK REQUIREMENTS:

- Ability to represent and articulate the mission of TCoL clearly and passionately.
- Ability to collaborate and communicate effectively in a team setting.
- Conduct tours of facility to individuals, potential funders and/or donors.
- Operate office equipment, i.e. personal computer, telephone, copier;
- Work independently with minimal supervision.
- Comprehend written and/or verbal communication.

OFFICE EQUIPMENT:

- Personal computer, copy machine, phone, and voice mail.

PHYSICAL DEMANDS – LIGHT WORK DUTY:

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch. The employee may occasionally lift and / or move up to 25 pounds.

Employee:		Date:	
Executive Director:	Djuanna Kath	Date:	
Last Updated By:	Djuanna Kath	Date:	2.9.23