

Learning Independence For Tomorrow, Inc. Job Description: Development Director

About LiFT

Founded January 13, 2013, LiFT is an organization that provides academics, character building, life experiences and confidence to people with neuro-diversities. The Mission of LiFT is to provide challenging academics while building character and confidence, in an accepting and inclusive environment, so traditional students and those with neuro-diversities can develop to their fullest potential. We have a passion that each student comes to value and view their diversity as a gift to be celebrated. Equally important is for each student to respect the differences found in each other. The staff at LiFT is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve our students, their families, and the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. LiFT endeavors to hire individuals who are committed to LiFT's mission values, believe in the power of community, and want to help grow a dynamic organization.

Job Summary:

The Development Director will act as an energetic and passionate liaison between LiFT Incorporated and the community. The Development Director will be responsible for fundraising, grant writing, communicating, marketing, and coordinating multiple events that inspire and engage the community to participate financially in the mission of LiFT.

Reports to:

The Development Director reports to the Executive Director.

Minimum Requirements:

Education, Experience and/or Knowledge

- Education:
 - Bachelors Degree, Master's Degree preferred, in non-profit management, sales, marketing, business administration, philanthropy or related field.
- Experience:
 - At least 4 years related experience.
 - Demonstrable track record of Strategic Fundraising that has directly resulted in increasing income for an organization.
 - Capital Campaign experience highly preferred.
 - Proven track record of meeting challenging income targets.
 - Proven track record in grant acquisition desired.
 - Experience with fundraising databases; Donor Perfect preferred.
 - Experience in project management, grant management, data management, event management, and staff management.
- Knowledge:
 - Knowledge of non-profit organizations, professional fundraising, annual giving, foundation/corporate solicitations, communications, and managing special events.
 - Knowledge of marketing strategies and techniques.
 - Knowledge of long-term strategies to achieve long term organization goals.
 - Knowledge of the external environment as it relates to education and students with disabilities.

Additional Eligibility Qualifications:

- A valid Florida Drivers License is required.
- Successful Completion of a State and Federal FDLE Level 2 Background Screening.

Essential Responsibilities and Duties:

Key Area #1: Supervisory Responsibilities;

The Development Director is the direct supervisor for the following roles: The Assistant Development Director, The Grant Writer, Development Specialist, and The Development Assistant. The Development Director will work in collaboration with the Executive Director, the Leadership Team, the LiFT Board of Directors, and the Board External Affairs Committee to coordinate joint efforts.

Key Area #2: Regulatory Compliance Management;

Sub Area #1: Regulatory Compliance, Documentation, Records and Reporting Requirements;

- Work in collaboration with the Finance Team to ensure LiFT remains in compliance with the recognition of exemption under section 501(c)(3).
- Work in collaboration with the Finance Team to ensure provisions of the materials, spreadsheets, and demographic information needed for the 990 is delivered in a thorough and timely manner. The 990 must be filed with the IRS on the 15th day of the 5th month after the close of the nonprofits fiscal year.
- Work in conjunction with the Executive Director to develop and implement a yearly Advancement Action Plan. Prepare monthly reports on the Advancement Action Plan acquisitions. Must present plan to the LiFT Board of Directors annually between June and July.
- Prepare requested LiFT Board of Director reports. Must be submitted to the Executive Director two weeks prior to any scheduled board meeting.
- Keep accurate demographic information and financial records of all registered donors via Donor Perfect/QuickBooks.
- Work in collaboration with the Finance Team to develop and abide by the annual marketing and development budget. Responsible for tracking income and expenses; reconcile all invoices and expenses against budget. Must get approval for all purchases.
- Protect and secure of all donor related information by ensuring proper management of financial information, encrypted storage of online records, use of strong passwords, and proper destruction or storage of physical records.

Key Area #3: Strategy and Planning;

Sub Area #1: Fundraising Operations;

- Aggressively seek, identify, define, and acquire private and public sector funding resources available to LiFT Inc. through acquisitions of grants, foundations, funds, donors, corporate/foundation sponsors, etc. and produce strategies to access these funds.
- Develop, maintain, and expand upon the LiFT donor database, and maintain strong relationships with individual donors, alumni, foundations, corporations, vendors, partners, and affiliates of LiFT Inc. for the purpose of securing major gifts and developing resources sufficient to ensure the financial health of the organization through its budget.
- Responsible for planning, developing, organizing, directing, and maintaining a private and public sector fund-raising program, this includes but is not limited to major gift programs, deferred gifts programs, annual funding programs, long term gifts and endowments, planned giving programs, special events, and capital campaigns. Maintain a fundraising events calendar.
- Oversee the coordination and management of the development council.
- Maintain gift recognition programs.

Sub Area #2: Special Event Management;

- Manage and coordinate the organization's signature fundraising events, including but not limited to the Rise Awards, LiFT Your Spirits, Bags and Belles, etc.
- Work with the Development Specialist and Development Assistant to create event specific marketing materials, direct mailers, email lists, and thank you letters.
- Track and report on event fundraising results and participant involvement.

- Audit and ensure event expenses are in line with the given budget

Sub Area #3: Grant and Foundation Writing;

- Maintain proficient knowledge of the organization's history, mission, values, vision, programs, plans, and needs so as to successfully communicate with grant and foundation funding sources.
- Identify grant and foundation funding opportunities.
- Track and create calendar of funding opportunities, including deadline dates, required materials, etc.
- Oversee the management of grant and foundation proposals.

Key Area #4: Communications and Marketing;

Sub Area #1: Communications;

- Develops media relation strategies, seeking high-level placements in print, broadcast, and online media.
- Manage media inquiries and interview requests.
- Create content for press releases, byline articles, and keynote presentations.
- Monitor, analyze and communicate PR results as requested.
- Build relationships with community leaders to grow awareness.
- Maintain a keen understanding of industry trends and make appropriate recommendations regarding communication strategies.
- Ensure hospitality is provided for all meetings, visitors, tours and events.
- Conduct tours for donors, prospective donors, government officials, any media outlet, etc..
- Promote LiFT through community outreach programs and events.
- Represent LiFT at meetings and events with key groups or organizations within the community.
- Make public appearances/accept speaking engagements to share information about LiFT with the community.

Sub Area #2: Marketing;

- Evaluate and develop a marketing strategy and marketing plan and coordinate efforts.
- Participate in the development of branding and corporate identity initiatives.
- Develop, produce, and maintain advertising campaigns and marketing materials.
- Direct all social media to engage audiences across traditional and new media.
- Develop, produce, and maintain the website.

Key Area #5: Personnel Management;

- Maintains a thorough knowledge of, models, and enforces the organizational policies, procedures, philosophy, mission, value and vision of LiFT Incorporated.
- Will provide resources, tools, trainings, and access to conferences that will help the staff grow professionally.
- Will maintain an open door policy with staff and provide conflict management when necessary.
- Will conduct performance evaluations on all related staff under their supervisory roles.

Key Area #6: Additional Expectations;

- Plan alumni gatherings.
- Follow and be responsible for policies and procedures and the information in the Staff and Student Handbook.
- Chairs/Attends weekly executive administration.
- Regularly attends PTO meetings to ensure the success of all fundraising events.
- Attends required Board meetings and prepares a report for such meetings.
- All duties assigned are carried out in a timely and effective manner.
- Participates on committees as needed.

- Other duties as assigned.

Terms of Employment:

- Employment with LiFT Inc. is At Will
- Work Basis: Monday through Friday 40 hours/week. Days and Hours may vary.
- Regular attendance; 80/20 onsite and offsite; strict adherence to work schedule.
- Professional dress attire.
- Demonstrate professional conduct at all times.
- Evening and Saturday hours as required due to activities, meetings, and events.
- Some driving as required.
- Salary and benefits shall be paid consistent with LiFT's approved compensation plan.
- Performance Evaluations conducted annually.

Travel:

Some travel required.

Work Environment:

Office / Shared Space / School Setting / Community Setting

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. LiFT may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

SIGNATURES BELOW SIGNIFY THE FOLLOWING:

This job description has been reviewed and agreed upon by the employee.

Employee Signature

Date