

**JOB DESCRIPTION
LIFE STYLES
DIRECTOR OF DEVELOPMENT**

Department: Administration
Reports to: Executive Director
Exempt: Yes

Job Summary

The Development Director is responsible for the development and coordination of a comprehensive program to establish supplemental funding resources for Life Styles, Inc. and the Life Styles Foundation, Inc. This individual will act as a liaison between Life Styles and the Foundation and will focus efforts in the areas of public relations, annual giving, planned giving, grants, Polo in the Ozarks, and other special events.

Essential Duties and Responsibilities

1. Develop and implement a comprehensive public relations plan to further the positive image of Life Styles and to increase awareness and support of the agency and its activities by members of the community.
2. Develop and maintain a database of information on all donors and assist the Executive Director to develop criteria for placing prospects on the mailing list. Log all incoming donations and ensure that proper notification is made. Send thank you notes to all contributors. Maintain proper records as required by the auditor.
3. Coordinate all written and printed communications with donors, prospects, and other individuals and businesses, including mass mailings, brochures and appeal letters.
4. Develop and implement an annual resource development plan that includes fund appeals, special events, personal contacts, grant programs, and other fundraising campaigns for Life Styles and the Foundation.
5. Develop and implement a comprehensive planned giving program that identifies, informs, cultivates and solicits prospects. Identify those individuals who meet the criteria of donors most likely inclined to remember Life Styles in their estate plans and cultivate them in an appropriate and effective manner.
6. In partnership with the Executive Director, establish and implement procedures for properly identifying and working with donors and develop a donor recognition program.
7. Report informally on an ongoing basis to the Executive Director and to the Life Styles Board of Directors and the Foundation Board of Directors.
8. Investigate and present to the Executive Director, Life Styles Board of Directors and Foundation Board of Directors; new ideas, techniques and programs which could improve fund raising campaigns, marketing programs and other aspects of the agency and foundation.

Created 2006
Revised January 2014
Revised October 2016

9. Attend meetings as directed by the Executive Director, including conferences and seminars to keep abreast of latest trends in fund raising.
10. Coordinate all activities involved in the planning and implementation of Life Styles annual fundraisers, Polo in the Ozarks and Celebration Luncheon. This includes, but is not limited to contacting sponsors and supporters, working with Board and staff committees, recruiting and organizing volunteer workers, and developing public relations to publicize the events.
11. Establish and maintain cooperative relationships with representatives of public interest groups and with representative from print and broadcast media.
12. Complete grants and other funding opportunity applications in coordination with the Executive Director
13. Perform other duties as may be assigned by the Executive Director.

Job Requirements

- Ability to work effectively with persons with disabilities
- Bachelor's degree (B.A.) from a four-year college or university; demonstrated development and fundraising experience..

- **Certificates, Licenses, Registrations**
- Possess a valid Arkansas driver's license, and an insured vehicle
- Current First Aid, CPR and TB Skin Test

Staff Signature

Date

Interested applicants please send a resume to John Newman at jnewman@lifestylesinc.org