**Director of Development**
Ends on June 30, 2020

**Summary of Position**

Full-time, exempt position

The Director of Development’s main goal is to initiate, cultivate, and secure a dynamic base of support from a variety of funding sources and constituents, which include: governmental granting organizations; foundations; corporations; individual donors; membership programs; special events; and other sources.

This position reports to the Executive Director and consults regularly with the Program Director, Board of Directors, and staff. This position will ensure that Lighthouse Writers is expanding its base of support and has the future financial resources to fulfill its mission.

**About Lighthouse**

Lighthouse Writers Workshop is Colorado’s nonprofit literary arts center whose mission is to ensure literature maintains its proper prominence in the culture and individuals achieve their fullest potential as artists and human beings. For over 20 years, Lighthouse has offered award-winning writing workshops, author events, and community engagement programs to people of all ages and backgrounds in Denver and beyond. For more information, visit [lighthousewriters.org](http://lighthousewriters.org).

**Commitment to Equity, Diversity, and Inclusion Statement**

Lighthouse Writers Workshop is a diverse, inclusive, and equitable workplace, where all participants, employees, and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected. We value diverse life experiences and heritages and ensure that all voices are heard. To that end, we uphold a commitment to a diverse community by nurturing an inclusive, supportive, and welcoming environment.
Overall Responsibilities

Individual Cultivation

- Initiate and develop valuable relationships with individuals that have expressed interest in the Lighthouse mission and the work we do.
- Maintain positive and inspiring relationships with current donors and supporters, always working to make them feel informed and appreciated.
- Implement an innovative annual campaign to engage potential new supporters and current donors (see below).
- Develop targeted campaigns for specific programs as opportunities arise.
- Cultivate donors for endowment and legacy giving to insure the long-term sustainability of the organization.
- Consistently and energetically inform constituents of the work that Lighthouse is doing, why it matters, and how deeply we appreciate their support.

Capital Campaign

- Manage, oversee and work closely with Executive Director, Steering Council, consultant, and Board of Directors to raise funds for an already-launched capital campaign to build a new home for the organization. (To date, $1.5M has been raised toward a goal of $5M.)

Grantwriting

- Develop and strengthen relationships with foundations and sponsor organizations that believe in our mission and support our work via grant awards.
- Seek new foundation and corporate relationships as opportunities arise.
- Oversee a contract (or in-house) grantwriter who will research, write, and submit grant proposals. Manage reporting requirements for successful grant applications.
- Be a tireless advocate for writing and literature with foundations and organizations, as they might not always see creative writing and literature as an integral art form—or agent for positive social change.

Annual Campaign and Membership Coordination

- Create, implement, and manage the annual fundraising campaign, which includes an annual fundraising event.
- Oversee membership campaign work with the goal of adding members and having long-term members ramp up their membership commitment.
- Each year, analyze current membership program and annual campaign to address opportunities as they arise.
Experience and Education

Candidates should possess a bachelor’s degree in nonprofit fund development or related field, and at least eight years’ experience as a development director with a proven track record of success. They will also have expertise in running a successful capital campaign, and have experience with technological solutions, data analysis, and donor management systems. Knowledge of the Colorado funding and development landscape is integral. Excellent communication skills are also integral. Most important, the candidate must be an impeccable, engaging writer and storyteller.

The ideal candidate will be a flexible, enthusiastic, goal-driven, and highly organized self-starter who enjoys creating positive and inspiring relationships with all members of the Lighthouse community. This person thrives under hands-off supervision, and will also be prepared to occasionally work weekends and nights, attending readings, fundraisers, and community events.

Compensation and Benefits

* Fifteen (15) days of paid time off (PTO), which can be used as sick, vacation, or personal time.
* Health insurance for individual and dependents.
* SEP-IRA retirement program.
* Health flexible spending account (FSA).
* One free eight-week Lighthouse workshop, and one free one-day workshop per session.

Annual salary is $72,000 to $80,000, commensurate with experience.

How to Apply

Please apply on our Submittable site. Interviews will be held during the week of July 6th.