

## Development Director Job Description

St. Luke's Home is a nonprofit affordable assisted living community. The Development Director will ensure that the mission of St. Luke's will be sustainable through a strategic and financial wellness plan. The Development Director is responsible for all fundraising functions at St. Luke's Home. This includes building strong and successful donor relationships, cultivating individual donors, family foundations and corporations, and grant writing. Fundraising is 60% of the total revenue of St. Luke's and is essential to a sustainable community.

### Duties and Responsibilities:

- Develop and maintain a fund development plan that is approved by the Executive Director and the Board of Directors
- Always be prepared to report/present Fund Development Plan and Progress
- Oversee and maintain donor data base and ensure that donor cultivation is always occurring through calls, emails, follow up.
- Work in conjunction with Board Development Chair to prepare an agenda for the Development Committee and attend all meetings prepared to give reports as requested.
- Manage direct mail appeals from start to finish and be prepared to report on progress of appeals.
- Be the lead on all fundraising events.
- Responsible for all grant proposals and be prepared to report on progress of grant proposals and funding.
- Maintain accountability for fiscal responsibility of the Development Department
- Contribute to the newsletter and any promotional material produced by St. Luke's Home.
- Stay on top of fundraising trends and the nonprofit community.
- May include weekend and evening hours.

### Education and Experience

- Bachelor's degree in related field (Master's Degree or CFRE preferred)
- Minimum of 5 years' experience, proven success in fundraising, writing grants, and donor relations

### Qualifications:

- Superb written, verbal, and people skills.
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.

- Creative, initiative-taker attitude.
- Donor and volunteer service mentality.
- Organized and inspiring team leader.
- Current fingerprint clearance card
- Current driver's license
- Pass a drug screen.

Salary: \$65,000 - \$75,000