

September 24, 2019



Development Director – Job Posting

362 N. Martin Luther King Blvd.
Lexington, KY 40508
859-252-5222
LASCLEX.org

JOB SUMMARY

The LASC is seeking an experienced, results-driven, and passionate Development professional to manage diversified fundraising efforts to reach the Living Arts & Science Center's growth and expansion goals. This full-time staff position will report directly to the Executive Director and collaborate with the Board of Directors on all development initiatives.

The Development Director is responsible for planning, organizing and directing all of the Living Arts & Science Center's fundraising including the annual giving campaign, major gifts, individual and corporate sponsorships, fundraising events, planned giving, and endowment or capital campaigns. Additionally, the Development Director will collaborate with the Grant Program Manager and with the Marketing Director in building and sustaining memberships and other development projects.

The Development Director will thrive in a collaborative, entrepreneurial and outcome-driven environment, be flexible to changing needs and contribute strategically to the overall mission of the organization.

CANDIDATE QUALIFICATIONS:

The successful candidate will:

- Have proven success in designing and implementing diverse fundraising strategies and initiatives to include sponsorships, annual giving, individual giving, planned giving, major giving, memberships and events; endowment fundraising experience a plus;
- Have strong interpersonal skills and proven success in building and maintaining long-term relationships with individual donors, foundations and corporations;
- Be a hands-on, self-motivated, and results-oriented individual with impeccable ethics;
- Be highly entrepreneurial, creative, and resourceful;
- Have a strong ability to maintain and grow relationships while working effectively with people from diverse backgrounds, including staff, board members, volunteers, consultants, foundations, businesses and community leaders;
- Possess superb writing and speaking skills with the ability to communicate persuasively about the role of philanthropy and its impact on art and science education;
- Possess a very strong understanding of the business community and in building partnerships and developing support;
- Have knowledge and understanding of non-profit management and fundraising techniques, strategies and best practices;
- Display a positive attitude, strong work ethic, common sense, and a collaborative spirit;
- Possess excellent organizational and data management skills, computer skills, and an ability to handle a variety of tasks, projects, and deadlines simultaneously;

- Believe in the mission of the Living Arts & Science Center.

RESPONSIBILITIES

- Develop and effectively implement a diversified fundraising plan in support of the Living Arts & Science Center's short and long-range goals;
- Recruit, meet and follow-up with prospective donors and supporters on a continual basis;
- Plan and direct the annual fund program, strategizing best use of mailings, on-line and social media campaigns, and fundraising drives;
- Plan and implement successful fund raising events;
- Recruit potential corporate sponsors for programs, operating support and fundraising events;
- Write, design and prepare sponsorship packets, proposals and presentations;
- Develop a major gifts program including identification, cultivation and solicitation of major donors;
- Develop a planned giving program maximizing benefits for potential donors;
- Plan and direct capital or endowment campaigns and other major fundraising initiatives;
- Communicate effectively and promptly with prospective donors and supporters;
- Exhibit sound critical-thinking skills, with the ability to execute strategic objectives, as well as the tactical details critical for their success.
- Encourage a culture of philanthropy throughout the organization;
- Work closely with Executive Director, Board of Directors and staff on all fundraising and development initiatives;
- Work collaboratively with other staff members in marketing efforts;
- Serve as staff liaison for the Board of Director Development Committee;
- Manage and organize fundraising database and related files; maintain data integrity;
- Solicit and coordinate in-kind contributions;
- Supervise and collaborate with other fundraising staff, interns and/or volunteers;
- Maintain gift recognition programs;
- Demonstrate professional conduct at all times.

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Bachelor's degree; supplemented with a minimum of five (5) years of successful non-profit fundraising experience. CFRE desirable.

The Living Arts & Science Center offers a creative, dynamic and congenial working environment in an exciting new facility in downtown Lexington. Benefits include generous paid PTO, a group health insurance plan, a Simple IRA plan (with 3% employer match), and some flexibility in work schedules.

TO APPLY

Interested applicants should submit a letter of interest, resume, three references, and a brief writing sample. Review of the applications will begin upon receipt. Position will remain open until filled. Additional information is available on our website: www.lasclex.org

To apply, email requested materials to:

Lori Halligan
Development Director Search
The Living Arts & Science Center
362 N. Martin Luther King Blvd.
Lexington, KY 40508
LHalligan@LASCLEX.org

Phone calls will not be accepted.