



# Lost-N-Found Youth

## Job Description

**Job title:** Director of Development

**Work Location:** 2585 Chantilly Drive NE, Atlanta, GA 30324

**Division/Department:** Fundraising

**Reports to:** Executive Director

**Compensation:** Salary commensurate w/experience, 2 weeks paid time off, Medical benefits

**Full-time**

**Part-time**

**Exempt**

**Nonexempt**

### Essential Duties and Responsibilities:

The Director of Development is responsible for planning, organizing, and directing all of Lost-n-Found Youth's fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with The Executive Director and the Board of Directors in all development and fundraising endeavors.

### GENERAL RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Oversee grant seeking including research, proposal writing, and reporting requirements.
4. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
5. Direct the annual fund program, including mailings and annual fundraising drives.
6. Direct capital campaigns and other major fundraising drives.
7. Coordinate fund raising special events.
8. Direct employee fundraising drives.
9. Oversee prospect research.
10. Work closely with Lost-n-Found Youth's Executive Director, and Board of Directors.
11. Make public appearances/accept speaking engagements to share information about the Lost-n-Found Youth with the community.
12. Staff Board Development Committee meetings.
13. Oversee fundraising database and tracking systems.
14. Supervise and collaborate with other fundraising staff.
15. Oversee creation of publications to support fund raising activities.
16. Maintain gift recognition programs.
17. Demonstrate professional conduct at all times.
18. Perform other related duties as requested.

### Education and/or Work Experience Requirements:

- o Passion for the Mission of LNFY
- o Skills to collaborate with and motivate staff and volunteers
- o Strong written and oral communication skills
- o Ability to interface and engage diverse volunteer and donor groups
- o Demonstrated ability to work collaboratively with other department leadership
- o Strong public speaking ability

- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor’s degree.
- 5 years minimum experience in professional fundraising.
- CFRE preferred

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Ability to work late nights and weekends as required

**Print Employee Name:**

**Employee signature:**

**Date:**