POSITION DESCRIPTION

DIRECTOR OF DEVELOPMENT

THE LITTLE LIGHT HOUSE mission
to glorify God by improving the quality of life for children with special needs, their families and communities.
The Little Light House Position Description

Director of Development

Employee: ____________________________

Supervisor: __ Executive Director ______

Basic Function: The Director of Development is responsible for the planning, organizing and overseeing of the coordination, implementation and administration of programs and activities related to Fund Raising and Special Events and Projects, Community Relations, Website Development, Donor database management and the Volunteer Program. The Director will establish goals for these areas in cooperation with Management’s approval. This is to be done in a timely, cost effective manner which fits within the parameters of The Little Light House budget.

Accountability areas and critical tasks:

Fundraising: Responsible for the planning, assessing, and overseeing of the coordination of all activities relating to Fundraising events and projects sponsored by The Little Light House.

1. Prepare historical charts and graphs that will assist in establishing realistic revenue projections for budgetary purposes.
2. Prepare charts and graphs quarterly and annually, designed to educate and Inform TLLH board and Staff as to the level of success of fundraising throughout the year.
3. Make every good faith effort to achieve revenue goals established by the joint effort of the Board of Director, the Executive, Finance and Business, and Development Staff.
4. Lead committees and other paid and volunteer personnel in the planning, assessing and coordinating of all fundraising activities approved by the LLH Board of Directors.
5. Develop and maintain positive relationships with all those involved in LLH fund raising activities so as to carry forth the mission and vision of the ministry.
6. Maintain accurate and thorough documentation through compilation of materials utilized in the coordination of events and through computer data compilation.
7. Responsible for seeking and acquiring all possible grants for the LLH for both Operating and Designated funds as needed. Responsible for maintaining positive relationships with Foundations and keeping them updated and invested in the LLH and our mission.

Community Relations: Responsible for developing and maintaining programs which serve to educate and nurture the support base for TLLH as well as the community at large.

1. Pursue every opportunity to expose the community to the work of The Little Light House.
2. Seek and promote every opportunity for The Little Light House representatives to address groups and clubs throughout the community.
3. Oversee literature production such as the Beacon, Brochures, and Memorial Packets and Image Pieces which communicate the services and ministry of The Little Light House.
4. Facilitate as many means as possible for community members to support The Little Light House through their time, talents, expertise, resources and finances.
5. Value all aspects of giving including provision of supplies, professionals, Blessing Baskets – anything, large or small.
6. Bring first-hand exposure of The Little Light House programs to interested parties by giving on-site tours and invitations to corporate luncheons, Community Luncheons, etc.
7. Coordinate and implement luncheons, receptions, banquets, etc., which promote and nurture community support.
8. Coordinate all aspects relating to speaking engagements, i.e. sound system, confirming dates and delegations, speaker's bureau, wherein the community is being enlightened about Little Light House services.
9. Coordinate and/or carry out all tasks involved in the development of all promotional literature, including the Beacon, Brochures, Memorial Packets, etc., which better enables the message and ministry of The Little Light House to be communicated.
10. Coordinate and/or carry out all tasks involved in the development of all promotional vehicles utilizing any form of audio-visual means.
11. Coordinate and/or implement all tasks involved in the development of all promotional display type vehicles utilized to communicate to the community the message and ministry of The Little Light House.
12. Coordinate and make arrangements for all public exposure opportunities which arise through local media contacts.
13. Coordinate and implement all social media efforts to connect the community to our mission.

Special Events: Responsible for the planning, coordination and implementation of LLH sponsored special events, which support the general program of the ministry.
1. Serve as liaison for committees working on Laps, The Garden Party, Tees for Tots, Alumni functions and coordinate projects related to these and other LLH sponsored events.
2. Develop support base, data base, printed material, and personal contacts for all special events.
3. Initiate, nurture, and keep the Executive Director informed of all activities related to special events.

Website: Responsible for maintaining and updating website by coordinating with website designer.

Donor Database Management: Responsible for maintenance of all gift and donor records in our donor database.
1. Maintain accurate gift records
2. Maintain timely acknowledgements and receipts
3. Produce reports to analyze donor giving and trends

QUALIFICATIONS, EDUCATION, AND EXPERIENCE REQUIREMENTS:
Personal relationship with Christ which had been manifested consistently for duration of her/his life as a Christian.
Administrative Gifting and experience in administration.
Experience in the grant acquisition process.
Coursework or experience in journalism.
Excellent skills in:
1. General office equipment skills.
2. Multi-task management
3. Written and oral communication skills.

Demonstrated initiative.
Demonstrated ability to submit to a higher authority.
Demonstrated emotional stability.
Demonstrated attention to detail.
Demonstrated conscientiousness and commitment to excellence.

Problem Solving Requirements
Able to identify and assist the ED and AED in resolving problem areas.
Able to offer solution options to problems as needed.
Able to keep the ED and AED well informed regarding problems or issues that have been resolved but did not need supervisory attention.

Major Challenges of the Position:

Physical Requirements
Standing, reaching, sitting, handling, carrying, stooping, hearing, crouching and near and far vision.

Essential Contacts
Daily contact with the Executive Director.
Daily contact with Grant Writer
Daily contact with Events Coordinator
Daily contact with Volunteer Coordinator
Contact as needed with volunteers

**Unique Work Requirements**
- Substantial amount of overtime hours as required due to activities and meetings which occur outside of regular hours.
- Must be highly skilled at managing multiple priorities at once.
- Must quickly acquire a broad knowledge of LLH ministry.
- Must quickly acquire excellent working knowledge of LLH Administrative policies and procedures.
- Must be able to solve problems quickly and maintain positive relationships with staff, community and those relating to TLLH.
- Must be able to function well under stressful conditions.

**Salary:** Commensurate with experience.