



Development Officer - Job Description

Lydia's Place seeks a full-time Development Officer to head our ongoing fundraising needs. Reporting to the Executive Director, this professional must have an established background in coordinating nonprofit donation strategies and leadership experience.

This role involves organizing large-scale fundraising initiatives, working with board members, responsible for raising our annual operating funds, and building relationships with donors, staff, volunteers, and the community. The DO will seek major gifts from individuals, corporations, churches, and foundations through solicitation and donor engagement.

Responsibilities:

- Planning and evaluating fundraising campaigns and activities.
- Collaborating with the Executive Director to create and implement a fundraising plan.
- Identifying and stewarding prospective donors along with the Development Assistant.
- Staying on top of fundraising trends and the nonprofit community.
- Answering donor and staff inquiries in a timely fashion.
- Using prospect research tools and your donor database to build donor relationships.
- Assisting in creating solicitation materials.
- Collaborating with the Dev/Fundraising Committee to develop a fundraising strategy.
- Furnish ED with regular progress reports.
- Obtaining financial support from individuals and organizations.
- Helping to organize events with other staff and volunteers
- Act as an ambassador of Lydia's Place, including speaking to churches and civic groups.

Qualifications:

- Excellent communication and interpersonal skills required.
- Organizational, time-management, and problem-solving skills needed.
- Ability to lead and direct others.
- Excellent attention to detail.
- Some knowledge of different CMS platforms.
- Flexibility to work some nights and weekends.
- Public speaking
- Ability to manage multiple projects and priorities.
- Good computer skills and knowledge of database management.
- Experience working with Senior Level Executives and Board Members.
- Ability to work independently and as part of a team.
- A passion for Lydia's Place mission.

Minimum qualifications: Bachelor degree and minimum two years of experience in development, marketing, fundraising, non-profit, or equivalent relevant experience.

Send resume and references to diane@lydias-place.org