

Employment Opportunity

Director of Development Lasallian Volunteers of The De La Salle Christian Brothers



Job Overview: The Director of Development has primary responsibility for raising operating and reserve fund monies from individuals, foundations and corporations. The Director of Development is a part of a five-member-team which includes the Director, Associate Director, Coordinator of Recruitment and the Program Coordinator. The Director of Development manages and implements all fundraising activities, including cultivation, solicitation, stewardship, and events. The Director of Development also works with the Lasallian Volunteers Leadership team for the development of marketing strategies and publications to increase the organization's visibility to potential funders throughout the USA.

General Responsibilities (include, but are not limited to):

- Work with the Advisory Board, Fundraising Committee and Lasallian Volunteers staff to identify, cultivate and coordinate the solicitation of potential donors.
- Work with the Fundraising Committee and the Director to develop, implement and evaluate a comprehensive annual plan for development, fundraising and public relations.
- Develop strategies to increase outreach beyond Lasallian Volunteers traditional funding base to new prospects.
- Maintain a network of marketing and public relations contacts so as to be able to advance the story and mission of the program in the communities served.
- Responsible for oversight of foundation relations, proposal development, interim and final reporting.
- Oversee the planning, execution and follow up to special events/promotions for the program as necessary.
- Annually review publication needs with the LV program staff and oversee the process involved in meeting those needs.
- Oversee production of annual report.
- Assist the Director as requested in other activities that relate to the promotion and support of the LV program.
- Moderate travel nationally for events, gatherings, conferences, donor visits and programming.

Qualifications:

- 2-5 years of relevant fundraising experience for nonprofit organizations preferred.
- Proven record of increasing revenue portfolio(s) of small nonprofits (annual operating budget of \$300,000 or more) through fundraising.
- Ability to work both independently and as part of the Lasallian Volunteers team.
- Exemplary written and verbal communication skills.
- Meticulous attention to detail and strong organizational skills.
- Experience with Major Gifts or direct donor solicitations.
- Willingness to participate in Lasallian Formation Programs.

Location of Office: The Christian Brothers Conference, located in Washington, DC

Start Date: September 15, 2011 (negotiable)

Benefits: Full health benefits, Employee Pension Plan, 403B Employee Match, Professional Development

Salary: Competitive

Application Deadline: August 20, 2011 or until position is filled

Applicant should submit a resume, cover letter, and three references to:

Jolleen Wagner
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