



Director of Resource Development

Applications accepted beginning July 8, 2024

Submit your cover letter and resume online

Reports To: Executive Director

Full Time: 40 hours onsite

Benefits include: Generous vacation and paid holiday package, 80% covered health and dental insurance, 401K after 1 year employment. Salary: \$80,000, commensurate with experience

Position Summary:

Lawrence CommunityWorks seeks a proven, highly motivated, dynamic, and inspiring strategic leader with superior relationship skills and demonstrated success in building capacity and increasing revenue through grant management and other funding sources. This role presents a unique opportunity to strengthen and diversify LCW's funding profile. The successful candidate must have a track record as a revenue builder, possess strong communication and writing skills to articulate compelling cases for support, and demonstrate an authentic passion for LCW's community-based mission.

Key Responsibilities:

- Develop and implement aggressive fundraising strategies from individuals, corporations, foundations, city, state, and federal funding sources, emphasizing grant management, major gifts, growing individual donor base and planned giving initiatives.
- Oversee the preparation, writing, and timely submission of grant applications, amendments, and budget transfers, ensuring adherence to deadlines and compliance with funding requirements.
- Lead all aspects of grant management, including research, proposal development, reporting, and impact assessment, with a focus on city, state, federal grants, private foundations, and financial institutions.
- Build and maintain relationships with grant-making entities, ensuring LCW's programs and initiatives align with funding priorities and requirements.
- Provide strategic oversight of the donor database system and establish best practices to support external engagement efforts, particularly in relation to grant reporting and compliance.
- Collaborate closely with the ED/CFO to ensure processes support reporting requirements and financial accountability, providing accurate and timely financial and programmatic reports.

- Cultivate relationships with the board, current partners, and other stakeholders to enhance grant revenue streams and organizational visibility
- Lead corporate partner cultivation and personally solicit high-level gifts from current and prospective donors.
- Systematically identify, cultivate, and steward major grant donors, maintaining a portfolio and facilitating relationships with the ED.
- Foster a fundraising mindset across departments, promoting collaboration and alignment with organizational goals to maximize grant revenue.
- Effectively manage a 3-person department including a FT assistant director of resource development, resource development specialist (15 hours/weekly), and a FT marketing manager.

Qualifications:

- Master's degree preferred; Bachelor's degree accepted in nonprofit management, fundraising, public administration, business, or related field. CFRE candidates will receive priority.
- Minimum five (5) years of direct fundraising experience with a strong emphasis on grant management, and at least three (3) years in a senior management capacity within a nonprofit environment.
- Proven success in securing and managing city, state, federal, and foundation grants, including experience with grant writing, compliance, and reporting.
- Strong leadership and management skills, with the ability to motivate and develop a high-performing team focused on grant acquisition, individual donor cultivation and stewardship.
- Excellent interpersonal skills and ability to collaborate effectively across all organizational levels and with external stakeholders, including grant-making entities.
- Proficiency in donor database management and familiarity with fundraising software (e.g., NonProfit Easy, Bloomerang, Salesforce) preferred.
- Bilingual English/Spanish preferred.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, use hands to handle objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Equal Employment Opportunity:

Lawrence CommunityWorks is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation, or any other basis prohibited by applicable law. LCW takes affirmative action to employ and advance qualified women, minorities, and covered veterans. Reasonable accommodations for individuals with disabilities will be provided in accordance with the Americans with Disabilities Act and applicable state laws.