



The Lighthouse Foundation

116 Browns Hill Road
Suite 400

Phone: 724-586-5554

Fax: 888-457-7396

www.thelighthousepa.org

Job Title: Development Director

Organization: The Lighthouse Foundation

Location: Butler PA

About Us: Founded in 1985, The Lighthouse Foundation is a Christian outreach organization meeting the needs of impoverished individuals and families in northern Allegheny and Butler Counties. Our mission is to encourage others to find hope in Christ by meeting their immediate needs and empowering them toward self-sufficiency. The Lighthouse Foundation delivers high-quality programs and ministries that provide immediate relief and equip people for a brighter future.

Our goal is to see lives transformed through hope and faith in Jesus Christ and by providing people with the resources they need to achieve self-sufficiency. Our work is made possible through donors' generosity, volunteers' dedication, and strategic fundraising efforts.

Position Overview: We are searching for a business-minded person with a heart posture aligned with Christ. As the Development Director of The Lighthouse Foundation, you will be working closely with the Executive Director to oversee and manage various aspects of the organization's operations. You will play a pivotal role in fundraising, event planning, donor relations, and grant management, ensuring the successful implementation of programs and initiatives aligned with our mission and values.

Responsibilities:

1. Donor Development:

- Develop and implement strategies to cultivate and steward relationships with individual donors, foundations, and corporate partners.
- Create personalized cultivation plans for major donors, including regular communication, meetings, and engagement opportunities.
- Plan and execute donor cultivation events, including donor appreciation events, fundraising events, and other engagement activities.
- Ensure timely acknowledgment and recognition of donor contributions, including personalized thank-you letters, donor appreciation events, and recognition in organizational materials.
- Maintain regular communication with donors to provide updates on the impact of their support and express gratitude for their contributions.
- Utilize donor database software to track donor interactions, manage relationships, and analyze donor giving patterns. (Virtuous CRM platform)
- Collaborate with the communications team to integrate donor messaging and storytelling into organizational communications including newsletters, annual reports, and impact reports.



The Lighthouse Foundation

116 Browns Hill Road
Suite 400

Phone: 724-586-5554

Fax: 888-457-7396

www.thelighthousepa.org

2. Fundraising Events and Campaigns:

- Assist with the fundraising plan and implement the plan as approved by the Board of Directors and/or the Executive Director
- Develop, coordinate, and implement fundraising strategies to meet revenue goals, including individual giving campaigns, major donor cultivation, corporate partnerships, fundraising events, and online giving campaigns.
- Coordinate event logistics, recruit volunteers, and oversee event budgets to ensure successful outcomes.
- Cultivate and steward relationships with donors, sponsors, and supporters, ensuring ongoing engagement and support for our mission and programs.
- Assist in planning, coordinating, and executing various events, including fundraisers, community outreach programs, volunteer appreciation events, and awareness campaigns.

3. Grant Management:

- Research, identify, and pursue grant opportunities from foundations, government agencies, and other funding sources to support organizational programs and initiatives.
- Assist in the preparation of grant proposals, applications, and reports, ensuring alignment with funder requirements, deadlines, and reporting obligations.

Qualifications:

- Bachelor's degree in nonprofit management, fundraising, business administration, or a related field. (Master's degree preferred).
- Minimum of 5 years of experience in nonprofit leadership, fundraising, event planning, donor relations, and/or grant management.
- Strong commitment to Christian values and alignment with the mission and vision of The Lighthouse Foundation.
- Excellent interpersonal and relationship-building skills, with the ability to effectively engage and steward donors at all levels.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.

Compensation: This position offers a competitive annual salary, \$55k-60k commensurate with previous experience and demonstrated skills. The Lighthouse Foundation provides a competitive complement of benefits to employees.

How to Apply: Please submit a resume and cover letter outlining your qualifications, experience, and interest in the position to Victoria at vspreng@thelighthousepa.org. In your cover letter, please include your phone number and availability for an interview.

Application Deadline: 8/2/2024

We are an equal-opportunity employer and welcome applications from individuals of all backgrounds. We thank all applicants for their interest in The Lighthouse Foundation; however, only those selected for an interview will be contacted.