

Development Officer

Reports To: Director of Advancement

Status: Full-Time

Position Summary

The Development Officer is responsible for implementing Lighthouse Foundation's fundraising strategy by building and strengthening relationships with individual donors, corporations, foundations, churches, and community partners. Working collaboratively with the Director of Advancement, this position manages a portfolio of donors and prospects, develops meaningful cultivation and stewardship strategies, and secures philanthropic support to advance the organization's mission.

The Development Officer serves as the department's primary frontline fundraiser, utilizing donor meetings, community engagement, volunteer opportunities, and organizational events to cultivate long-term relationships that inspire philanthropic investment.

Essential Responsibilities

Individual Giving & Major Donor Cultivation

- Manage a portfolio of individual donors and prospects through all stages of the donor cycle, including identification, qualification, cultivation, solicitation, and stewardship.
- Develop and implement individualized donor engagement plans to strengthen relationships and increase philanthropic support.
- Conduct regular donor visits, calls, and personalized stewardship activities.
- Prepare gift proposals, solicitation strategies, and donor correspondence.
- Maintain accurate donor activity and moves management records within the CRM.

Corporate & Foundation Giving

- Build relationships with corporate partners and identify opportunities for sponsorships, employee engagement, volunteerism, and charitable giving.
- Research, prepare, and submit grant proposals, reports, and supporting documentation.
- Steward corporate and foundation partners through ongoing communication and impact reporting.
- Identify new funding opportunities that align with organizational priorities.

Annual Giving & Campaigns

- Implement annual fundraising campaigns, appeals, and giving initiatives.
- Collaborate with the Director of Communications to develop compelling fundraising materials and donor communications.
- Support peer-to-peer fundraising, recurring giving, and donor acquisition strategies.
- Assist with sponsorship recruitment and campaign implementation.

Community Engagement & Relationship Building

- Develop relationships with community organizations, churches, civic groups, businesses, and other partners that support Lighthouse Foundation's mission.
- Represent the organization at community meetings, networking events, and outreach opportunities.
- Collaborate with volunteers, Board members, and community leaders to identify new prospects and strengthen existing relationships.

Donor Stewardship & Engagement Events

- Utilize donor cultivation events, volunteer activities, mission tours, and fundraising events to deepen donor engagement and strengthen relationships.
- Coordinate meaningful follow-up and stewardship after meetings, events, and gift commitments.
- Support planning and implementation of donor recognition activities and stewardship initiatives.

Collaboration

- Work closely with the Director of Advancement to achieve annual fundraising goals and implement departmental priorities.
- Partner with the Director of Communications to ensure fundraising campaigns and donor communications effectively communicate Lighthouse Foundation's mission and impact.
- Coordinate with the Advancement & Volunteer Coordinator to maintain accurate donor records, acknowledgments, reports, and stewardship activities.
- Support the Executive Director and Board members by preparing donor briefings, meeting materials, and follow-up strategies.

Qualifications

Required

- Bachelor's degree or equivalent professional experience.
- Three to five years of nonprofit fundraising, business development, sales, relationship management, or related experience.
- Demonstrated success building and maintaining professional relationships.
- Strong written and verbal communication skills.
- Experience using CRM or donor database systems.
- Excellent organizational and project management skills.

Preferred

- Experience with major gift fundraising.
- Grant writing experience.
- Corporate partnership or sponsorship experience.
- CFRE certification or commitment to pursuing professional development in fundraising.

Core Competencies

- Relationship Builder
- Effective Communicator

- Results-Oriented
- Strategic Thinker
- Organized and Detail-Oriented
- Collaborative
- Self-Motivated
- Professional Integrity
- Adaptability
- Commitment to Lighthouse Foundation's mission