

Director of Advancement

Reports To: Executive Director

Supervises: Director of Communications, Development Officer, Advancement & Volunteer Coordinator

Status: Full-Time

Position Summary

The Director of Advancement provides strategic leadership for Lighthouse Foundation's fundraising, communications, volunteer engagement, and community outreach efforts. Reporting to the Executive Director, this position is responsible for developing and implementing a comprehensive advancement strategy that builds meaningful relationships with donors, volunteers, foundations, corporations, churches, and community partners to advance the organization's mission and long-term sustainability. The Director supervises the Advancement team, partners closely with the Executive Director and Board of Directors, and fosters a culture of philanthropy throughout the organization.

Essential Responsibilities

Leadership & Strategy

- Develop and implement the organization's annual advancement plan and fundraising goals.
- Lead and supervise the Advancement Department, including the Director of Communications, Development Officer, and Advancement & Volunteer Coordinator.
- Develop departmental budgets, work plans, and performance metrics.
- Foster a culture of philanthropy across the organization.

Fundraising & Donor Engagement

- Manage a portfolio of leadership and major gift donors and prospects.
- Partner with the Executive Director in cultivating and soliciting the organization's highest-capacity donors.
- Provide strategic leadership for individual, corporate, foundation and planned giving.
- Lead the grant program by identifying funding opportunities, writing and submitting competitive grant proposals and managing funder relationships.
- Oversee donor stewardship and moves management to strengthen long-term donor relationships.

Board & Community Engagement

- Serve as staff liaison to the Board Development Committee.
- Support and equip Board members in fundraising and community engagement.
- Develop strategic partnerships with corporations, foundations, churches, civic organizations, and community leaders.
- Represent Lighthouse Foundation throughout the community.

Communications & Events

- Provide strategic oversight for communications, marketing, branding, and public relations.

- Collaborate with the Director of Communications to ensure consistent messaging and compelling donor communications.
- Oversee a calendar of cultivation, stewardship, volunteer engagement, and fundraising events that deepen relationships and increase community engagement.

Advancement Operations

- Ensure effective advancement systems, policies, and procedures.
- Oversee donor database integrity, gift acknowledgement, fundraising reporting, grant tracking, and departmental performance metrics.
- Lead regular portfolio review meetings to monitor fundraising progress and assign next steps.

Qualifications

Required

- Bachelor's degree or equivalent experience.
- Seven or more years of progressive fundraising experience.
- Demonstrated success securing major gifts and building donor relationships.
- Supervisory experience.
- Strong written and verbal communication skills.
- Experience using donor database (CRM) systems.

Preferred

- CFRE certification.
- Experience leading a comprehensive advancement program.
- Capital or campaign fundraising experience.

Core Competencies

- Relationship Builder
- Strategic Leader
- Collaborative
- Mission-Driven
- Excellent Communicator
- Organized and Results-Oriented
- High Integrity and Confidentiality
- Commitment to Diversity, Equity, and Inclusion