

**Position: Donor Development Manager, Full-time, Exempt
Reports to Executive Director**

About Lifehouse:

Lifehouse is a Christ-centered, non-profit, maternity home located in Louisville, Kentucky, providing for the spiritual, emotional, physical, and intellectual needs of pregnant and/or parenting teens and women.

Summary of Responsibilities:

The Donor Development Manager is a full-time position reporting directly to the Executive Director. The Donor Development Manager is responsible for developing and implementing engagement, fundraising and retention strategies to enhance and grow revenue with current and prospective donors. The Donor Development Manager is responsible for the creation and management of a well-coordinated individual giving program designed to cultivate and solicit support from individuals and family foundations. The Donor Development Manager works to strengthen existing relationships and establish new relationships through face-to-face meetings, phone conversations, and electronic communications, as well as in appropriate community events, activities, and networking groups. The Donor Development Manager will employ best practices for effective donor database management and reporting. The Donor Development Manager will work with staff members to identify volunteer opportunities with the understanding that volunteers can become future donors. This position requires the ability to work with a high degree of flexibility, independence, and juggle various projects at once, while maintaining a clear view of how each activity supports the organization's mission. The Donor Development Manager position is an exempt, full-time position requiring a minimum of 40 hours per week which may include working evenings and weekends.

Responsibilities include but are not limited to:

- Identify, qualify, cultivate, and steward relationships with existing and prospective individual donors.
- Exemplify professionalism in all interactions as a representative of Lifehouse.
- Design, document, and implement a systematic and integrated donor relations program.
- Work with the Executive Director to create solicitation and year-round engagement strategies to retain current and attract new donors.
- Develop processes to monitor the effectiveness of our donor communication efforts across all channels (letters, grants, online presence, etc.)
- Attend meetings activities, and community events to increase the visibility of Lifehouse and our brand with the purpose of building relationships with prospective donors and volunteers.
- Understand what drives donor engagement to retain and advance the donor's lifetime value of average gift and annual giving amounts.
- Assist with information and final reports for grants.
- Work with internal staff and external vendors to develop content for social media, blogs, website, and newsletter.
- Facilitate meetings between donors and Executive Director.
- Establish and manage donation and grant information tracking processes from receipt, acknowledgement, recognition, and follow-up for effectiveness in enhancing the relationship with Lifehouse and increasing the likelihood of continued contributions.

- Develop an understanding of donors' employer donation match, corporate social responsibility, and/or workplace giving objectives, and identify opportunities for the donor to engage with Lifehouse through these programs.
- Identify areas requiring improved service or attention to enhance donor satisfaction.
- Manage Event Planning Committee projects on fundraising events throughout the year, including preparation, volunteer recruitment, themes, in-kind donation solicitation, set-up/tear-down and other duties as required.
- Monitor the impact and return on investment in all strategies.
- Maintain inventory of stationary, brochures, and other development and event supplies.
- Maintain online profiles with non-profit resources such as ECFA, Charity Navigator, Guidestar, Great Non-Profits, AFP, CNPE, etc.
- Answer all general development phone and web/email inquiries, and provide general clerical support (data entry, answering phones, door, etc.) as needed.
- Other duties as needed or assigned.

Qualifications:

- Ability to convey a high degree of commitment and passion for the mission and values of Lifehouse and the organization's Statement of Faith.
- Understanding and belief in the sacredness of human life and the personhood of unborn children.
- Bachelor's degree in Communications, Marketing, Non-profit Management, Business Administration or related area.
- Minimum of 3 years of fundraising, development, donor or customer relationship management, sales, public relations, or related experience.
- Ability to work with and lead others. Strong team player, positive attitude, enthusiastic and outgoing personality.
- Excellent written and oral communication skills that are effective with a diverse range of audiences including donors, volunteers, executives, corporate entities, resource partners, board members, internal staff, residents, government agencies and representatives, stakeholders, and all constituencies.
- Strong presentation and follow-up skills, and ability to make the "ask."
- Proficient computer skills including Microsoft platforms (Word, Excel, etc.) and/or ability to become proficient in relevant programs, including our donor database management system.
- Must maintain a high level of confidentiality and ethics.
- Strong project and time management skills with the ability to manage competing priorities, work independently and as part of a team; detail-oriented, well-organized, focused, and goal-oriented, with a high level of initiative.
- Sound judgement, analytical and problem-solving skills, with the ability to devise strategies and recommendations from appropriate data.
- Must be willing to work evenings, weekends and flexible hours.
- Position requires sitting for extended periods while on the computer and telephone, bending, stooping, lifting approximately 30 lbs., inside and outside of office public contact.
- Valid driver's license, reliable transportation, and United States citizenship required.

How to apply:

Qualified applicants should submit a resume, cover letter, and sample of a donor or customer solicitation letter to lifhousestaffing@gmail.com. No phone calls please.