**Vice President for Development**

**Position Summary:**

LIRS seeks a dynamic Vice President for Development to provide strategic direction to our Development department including building and managing donor relationships, direct appeals, online giving, planned gifts, and grants.

The position demands a highly accomplished individual who has the skills and confidence to manage a strong professional staff, and the ability to engage effectively externally with a wide variety of stakeholders, as a public and private advocate, a speaker, and a relationship builder. The successful candidate will be an experienced, driven, creative, goal and team-oriented leader with a commitment to the LIRS mission.

**Key Areas of Responsibility:**

- Assess community capacity for giving, develop and execute an annual fundraising plan, budget, and calendar building major gifts and annual fund to at least $6 million.
- Plan, implement and develop a portfolio of donors. Build and maintain relationships. Partners with and advises the CEO, senior management and the Board on fundraising initiatives.
- Create strategies for new sources of funding and creative methods of fundraising that will result in short and long term growth of the development program.
- Assess grant management and grants procurement activities. Build and cultivate relationships with grantors. Partner with Programs staff to write and submit funding proposals.
- Direct and oversee direct mail appeals working cooperatively with the communications team on the messaging concept, production calendar, and electronic giving corollaries.
- Work closely with the other departments to coordinate supporter lists and to create an integrated calendar of points-of-contact.
- Via the development team, ensure the maintenance, integrity, and accuracy of the development database.
- Energize Board members and engage Board committee to support Development efforts.
- Provide overall management to entire Development and Outreach team
- Direct and oversee the planning and implementation of cultivation, fundraising, and stewardship events.
- Direct and oversee the planning and implementation of planned giving materials, appeals, and solicitations.
• Regularly and systematically review all components of the development program to ensure quality and satisfaction of donors. Proactively seek, compile and report on feedback from constituents, both internal and external.

• Ensure the conscious integration of development activities into other LIRS activities.

• Participate as part of the leadership team in setting the strategic direction for the organization.

• Other duties as assigned.

Qualifications and Requirements:

• Bachelor’s degree from an accredited institution. Master’s degree preferred. At least 10 years of fundraising experience with increased responsibility. At least 5 years in a senior leadership position with demonstrated success in development.

• A successful track record of garnering private resources. Knowledge and experience with cause-related fundraising; philanthropic grant-making; major donors; board fundraising; and federal government, private sector, and other funding sources.

• Excellent cultural competency and a track record of helping organizations to effectively leverage diversity. Lutheran background is very helpful but is not required.

• Excellent communication skills, both written and oral to include public speaking and presenting to all levels of constituents; ability to influence and engage a wide range of donors and build long-term relationships; and willingness to listen carefully.

• A high-degree of initiative; flexibility, teamwork, attention to detail and a positive can-do attitude. Strong organizational and time management skills.

• Deep commitment to LIRS’s core values and the ability to model those values in relationships with colleagues and partners

• Excels at working in a demanding, fast paced environment

• High level of comfort with technology, relevant software and working with data.

• Strong management skills and ability to have a “hands on” approach

• Understanding of issues related to immigration preferred but not required.

LIRS IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH ALL FEDERAL, STATE AND LOCAL EMPLOYMENT LAWS.