



JOB DESCRIPTION

Development Director

About The Ladies of Hope Ministries

[The Ladies of Hope Ministries](#) (The LOHM) whose mission is to help disenfranchised and marginalized women and girls transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive, programs.

Position Overview

The LOHM Development Director develops, coordinates, and implements all fundraising activities to provide general and program-specific support for the organization. The director leads LOHM's individual and institutional fundraising staff and activities through proposals to government, foundations, and corporate funding; board fundraising; cultivation of individual and major donors through special events, one-on-one meetings, and personalized communication; planned giving; and traditional and electronic direct mail appeals.

Primary Duties and Responsibilities

1. Overall Fundraising Strategy and Execution

Create a comprehensive fundraising plan and map to success that incorporates all fundraising activities for four interrelated areas: individual donors; foundations; corporations; and city, state, and federal government agencies. Work directly with the Founder & CEO, Senior Staff and Board Chair to identify potential sources of support. Research government, foundation, and corporate funding opportunities. Work with the above individuals to prepare and drive the execution of a comprehensive fundraising strategy for each fiscal year.

2. Foundation, Government, and Corporate Fundraising

Lead, direct, and take full responsibility for LOHM's grant-solicitation process, including staff supervision and contractor/freelancer management. Write, edit, and provide strategic direction for government and foundation proposals and solicitations for corporate support. Work closely with executive and senior staff to identify and evaluate funding opportunities. Coordinate a comprehensive plan to maintain personal relationships—either directly or through organizational staff—with current foundation funders and develop relationships with potential new funders. Create and maintain a calendar of institutional funding opportunities and reports and ensure internal stakeholders are aware of and accountable for those deadlines.

3. Individual Giving, Events, and Cause Marketing

A. In partnership with executive leadership and the director of communications, develop and strengthen LOHM's base of individual donor support. The Director will ensure that LOHM events—graduations, training, symposia, etc.—are evaluated as potential donor engagement events and will oversee the development and implementation of a calendar of dedicated fundraising, stewardship, and engagement activities.

B. Be accountable for the strategy and tactics to solicit, cultivate, and acknowledge potential new and continuing individual donors; research and coordinate the solicitations of potential high net worth donors in cooperation with the Founder/CEO and Board members, and plan and execute events and activities to support our annual fundraising goals. Ensure all donors are thanked through timely, appropriate, and effective communications and receive appropriate communications and invitations throughout the year to maintain their connection to the work and to the organization.

C. Develop strategies to increase partner engagement in cause marketing initiatives, workplace giving, and other sources of unrestricted revenue, including social media fundraising and other methods to leverage donor interest.

4. **Data and Systems**

Oversee and provide direct supervision for the process of activating and deploying the Salesforce grants and individual donor database platform. Partner with operations manager to facilitate the development of this platform. Advise on data transition and hygiene, best practices for donor databases, and appropriate coding and reporting. With appropriate support staff, provide regular reports to the Founder/CEO, Senior Staff, and Board regarding the progress of all aspects of our development efforts.

5. **Organizational Leadership**

Provide organization-wide leadership on issues related to fundraising, donor cultivation, and the relationship of volunteers, donors, and board members to the organization and its programs.

POSITION SCOPE: Responsible for the development of strategies, leadership, and coordination of all fund-raising activities for the organization.

PROBLEM-SOLVING: Requires in-depth knowledge of organizational issues and the operating environment. Decisions must consider the organizational impact and are subject to review by executive or board leadership.

KNOWLEDGE: Requires comprehensive knowledge of the development field and effective management practices.

TRAINING: Train and mentor staff and communicate fundraising goals and progress throughout The LOHM.

Qualifications

The LOHM seeks the ideal candidate with the following qualities and skills.

- Experience executing and implementing development and sales initiatives.
- Strong interpersonal skills to work with various groups such as local government, corporations, high net yield individuals.
- Critical thinking and analytic skills for developing and implementing fundraising initiatives.
- Commitment to social justice.
- Strong written and verbal communication, administrative, and organizational skills.
- Ability to maintain a realistic balance among multiple priorities, high-volume tasks in a timely fashion.
- Strong confidentiality skills
- Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat.

- Knowledge of web-based meeting platforms (Zoom, GoToWebinar), and database management system (Salesforce), mobile cause Harness, Constant Contact, and fundraising platforms.

Compensation & Benefits:

Compensation for the position is competitive and commensurate with experience. Benefits include medical, dental and vision, paid time off and holidays.

How to Apply:

Submit a cover letter, resume, references and a writing sample to hr@thelohm.org. Please add **Development Director** in the subject line.

No phone, email, or fax inquiries on submissions. Qualified applicants will be contacted for an interview. The Ladies of Hope Ministries is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.