



Job Title: Associate Director of Corporate Development & Major Gifts

Reports To: Chief Development Officer

FLSA Job Status: Exempt

Experience:

- Minimum of five years of professional experience working for a non-profit organization in a fundraising capacity, preferably sponsorship related.
- Demonstrated track record of successful fundraising in an environment of similar complexity.

Education:

- Minimum of five years of professional experience working for a non-profit organization in a fundraising capacity, preferably sponsorship related.
- MBA and or CFRE a plus.

Basic Job Functions:

- Establish a strategic and systematic focus on closing five-figure commitments from high net-worth individuals and businesses
- Sets and executes development strategy for Major Gifts and Corporate relationships
- Develop a caseload of active major gifts prospects, and carry out strategies for solicitation of these prospects
- Identify, cultivate, solicit and steward qualified prospects and donors, managing a portfolio of approximately 50-75 qualified relationships
- Meet or exceed annual individual revenue goals

Required Skills:

- 5+ years of front-line experience in leadership gifts development in a statewide or regional setting
- Demonstrated track record of successful fundraising in an environment of similar complexity
- Ability to engage senior managers and board members in donor visits, and to earn and maintain their confidence
- Successful experience closing complex five-figure commitments including planned gifts, campaign and endowment gifts, sponsorships or investment options
- Superior presentation skills, including the presence to deal effectively with diverse constituencies including principal donors, Board members, and corporate leaders
- Ability to collaborate with others in a complex, dynamic organizational environment
- Excellent communication skills, including the ability to write and speak clearly and effectively, and to listen, and an unusual capacity to engage, inspire and persuade
- Willingness to travel approximately 35-45% within Georgia and neighboring states to regularly visit and cultivate new and existing donor relationships

Working Conditions:

- Typical office environment.
- Overnight travel required.
- Must be able to drive
- Must be able to lift 50 pounds

Direct Reports:

- None

General Summary of Duties:

The Lighthouse is currently seeking a talented professional for the role of Associate Director of Corporate Development and Major Gifts. This position will be responsible for developing a strategy and the portfolio required to identify, close and retain mid-five figure relationships with corporations and individuals, and for meeting a significant annual revenue goal. This position will report to the Chief Development Officer and will be based at The Lighthouse's headquarters in Atlanta, Georgia.

Key Responsibilities:

Establish a strategic and systematic focus on closing five-figure commitments from high net-worth individuals and businesses

- Manage a portfolio of sponsor groups, including recruiting and securing house sponsors to provide funding and volunteers for The Lighthouse mission. Meet or exceed specific house sponsorship revenue goals.
- Identify, cultivate, solicit and steward qualified prospects and donors, managing a portfolio of approximately 50-75 qualified relationships
- Lead corporate event volunteer host committees, ensuring that events stay within budget and achieve revenue goals
- Develop contacts in and support from prospective sponsor networks to build and broaden sponsor base.
- Work as a team to create an annual fundraising strategy for event sponsorships, in collaboration with other Development Team members.
- Meet or exceed annual individual revenue goals
- Utilize and grow online peer-to-peer fundraising tools for specialty projects.
- Track progress and prepare reports for Chief Development Officer.
- Assist with public relations, advertising, marketing and/or promotions in support of all events and programs.
- Represent The Lighthouse at relevant events in the Atlanta community.
- Conduct and/or coordinate face-to-face visits, and other activities with corporate and major donors
- Develop a caseload of active major gifts prospects, and carry out strategies for solicitation of these prospects
- Work independently and be self-motivated in initiating contacts with potential donors
- Routinely engage board members, organization executives and current donors in peer-prospect identification, visits, and five figure closings
- Collaborate with team members and Development colleagues to analyze portfolios and strategize upgrades, and with Corporate Programs colleagues to cultivate individual gifts from corporate partner executives
- Demonstrate a keen sense of curiosity for donors – seeking to “crack the code” of what compels each donor to give substantially by asking the right questions – and able to personally adapt as needed to meet the needs of donors
- Compassionately articulate The Lighthouse story
- Guide the development of compelling proposals and oversee the development of creative presentations and reports
- Close complex agreements for Major Gifts and Corporate relationships
- Provide accurate and timely activity and pipeline reports and revenue forecasts