



Position Title: Development Director, Full-time Preferred, Exempt (occasional nights/weekends)

Summary:

The Director of Development is a key position within the Lower Cape Outreach Council (LCOC). We are seeking a dynamic, creative, and experienced individual to join our team! As LCOC celebrates its 40th year of service, we are looking for an individual to direct, manage and grow our current Development Program and plan for long term needs of the organization. This individual will manage our Donor Database Manager, and oversee communications, and marketing. The ideal candidate is a strategic planner, team player, adept at building trust-based relationships, with strong ties to the Cape & Islands and a passion for the mission of the LCOC. This is an opportunity to lead LCOC's Development program and serve the Lower and Outer Cape Communities for years to come.

Essential Functions:

- Develop and execute fundraising and development strategies in collaboration with the CEO.
- Manage grants, applications, and reporting, cultivating a robust pipeline of grant opportunities.
- Identify and cultivate individual, business, and foundation donors, to increase annual revenue.
- Establish fundraising objectives for the short and long term of the organization.
- Oversee fundraising process and standardize procedures.
- Ensure donor database is maintained and oversee gift processing and social media efforts.
- Strengthen the Board's fundraising capacity.
- Meet nonprofit financial compliance requirements and demonstrate thorough understanding of grant and organizational budgets.
- Work with CEO and Events committee to plan successful fundraising events.
- Effectively represent the organization in public in collaboration with staff or board members.
- Demonstrated integrity: remaining honest, trustworthy, and transparent in all activities; keeping confidences and taking ownership of work.

Duties/Responsibilities:

- Extensive knowledge of fundraising strategies and best practices
- Excellent interpersonal skills.
- Experience working with all donors and comfortable with asks and securing major gifts.
- Familiarity with online fundraising, email marketing, prospect research, and planned giving.
- Effective time and project management skills, with exceptional writing and presentation abilities.
- Familiarity with online fundraising, email marketing, prospect research, and planned giving.
- Ability to ensure LCOC's core values and beliefs are applied to all circumstances, with an inclusive mindset and demonstrated commitment to racial equity, diversity, and inclusion.
- Adaptability: respond quickly and well to change and manage competing demands effectively.

Education and Requirements:

- Bachelor's degree preferred; extensive experience considered.
- Minimum 5 years of demonstrated successful grant writing and research, securing major grants. 5+ years of demonstrated success with fundraising, achieving or exceeding revenue targets.
- Must understand the unique donor landscape and demonstrate a track record of building relationships with donors in the region.
- Must be comfortable coming into and working in an office environment.
- Proficient in Microsoft Office, Google Suites, email marketing, social media marketing, and databases. Salesforce preferred.
- Previous management experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Additional Information:

Salary 80,000 – 110,000 depending on experience. Benefits include, but are not limited to, QSEHRA health plan, 401(k), 35-hour work week, generous paid time off, a flexible schedule, and a supportive team environment.

How to apply: Please email your resume and cover letter to katie@lcoutreach.org.

If your work experience and qualifications best match the position, you will be contacted for an interview. The Lower Cape Outreach Council is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at the Lower Cape Outreach Council are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other characteristic protected by law. The Lower Cape Outreach Council will not tolerate discrimination or harassment based on any of these characteristics.