



## **LifeNet4Families – Director, Development and Community Relations**

POSITION TITLE: DIRECTOR, DEVELOPMENT AND COMMUNITY RELATIONS  
DEPARTMENT: DEVELOPMENT  
REPORTS TO: PRESIDENT & CEO  
CLASSIFICATION: EXEMPT, FULL-TIME

Under the general direction of the CEO, the Director, Development and Community Relations serves as a key leadership team member and an active participant in strategic decision making. In partnership with the CEO, S/he is responsible for all fundraising and development activities. S/he will help forge new relationships to build LifeNet4Families' visibility, impact, and financial resources. The Director, Development and Community Relations designs and implements a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support. He/She will handle all organizational communication and marketing efforts.

### **RESPONSIBILITIES:**

- Establish and implement the infrastructure needed to support LifeNet4Families' mission through the solicitation of major gifts, special events, and corporate and foundation support.
- Develop annual development goals, objectives and plan to include donor recognition, retention, and increased giving strategy.
- Expand and diversify LifeNet4Families' donor base/pipeline and work closely with other team members to secure funding for new initiatives.
- Support and partner with the CEO and board members on all major fundraising initiatives.
- Actively work with the CEO and the leadership team to develop and implement a comprehensive development strategy to include corporate, foundation, government grants, etc.
- Research funding sources and trends, with foresight, to help position LifeNet4Families ahead of major funding changes or trends.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Monitor and report regularly on the progress of the development program.
- Conduct the full range of activities required to prepare, submit, and manage grant proposals.
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Responsible for written acknowledgment of awarded grants.
- Comply with all grant reporting as required by foundation/corporate donors.
- Establish and maintain relationships with industry influences and key community and strategic partners.

- Develop and maintain branding and communication materials, ensuring accuracy, consistency in quality, tone and style. Increase brand awareness through social media.
- Handle all aspects of media/public relations, including maintenance of current contacts.
- Plan and coordinate special events.
- Other duties as assigned.

**QUALIFICATIONS:**

- 3 years of non-profit development experience with demonstrated success in cultivating, managing and forging new and existing relationships with multiple donor sources.
- Bachelor's degree required, Master's preferred
- Excellent communication skills, both written and oral Ability to construct, articulate, and implement annual strategic development plan.
- High energy and passion for LifeNet4Families' mission is essential.
- Skills:
- Strong communication, research, organizational and time management skills with exceptional attention to detail.

**LifeNet4Families**  
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**About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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