

Development Director

Lake Pontchartrain Basin Foundation (LPBF)—New Orleans, LA

Organizational Overview

The LPBF is a non-profit organization whose mission is *“the restoration and preservation of the Lake Pontchartrain Basin for the benefit of this and future generations”*. Since its inception in 1989, the LPBF has been driven by community action to create programs that build community while preserving and restoring the Basin for public access and enjoyment.

Position Summary

LPBF is seeking a proven & successful fundraiser with an entrepreneurial spirit & business development professional with the presence & confidence to seek & close on budgetary funding requirements that will ensure LPBF's future success. Under the general direction of the Executive Director (ED), the Development Director serves as a key leadership team member and a strategic advisor to the ED. The Development Director plans & implements strategies and activities to ensure the attainment of annual, capital, endowment, philanthropic and special fundraising campaign goals focusing on individual, corporations, foundations and governments and their agencies. Responsible for the training and evaluation of development personnel to maintain a professional and efficient staff.

Duties & Responsibilities

- Establish and implement the infrastructure needed to support LPBF's mission through the solicitation of major gifts, memberships, special events, grants, corporate, foundation & individual support, etc.
- Actively work with ED to create an annual written fundraising & business development plan that is clear in its objectives, target audiences, timelines and assignment of responsibilities.
- Manage the LPBF development budget and work in concert with the Executive Director to develop and monitor the budget throughout the fiscal cycle;
- Guides & supervises development staff including: Major Gifts Officer who manages major gifts from individuals, corporations & foundations and a Membership/Special Events Coordinator who plans & implements all fundraising events as well as membership of LPBF, and a Grant Writer.
- Evaluate the fundraising activities annually to ensure quality, productivity and success toward meeting goals & include donor recognition, retention, and increased giving strategy.
- Expand & diversify LPBF's donor base/pipeline & work closely with leadership & other team members to secure funding for new initiatives.
- Support & partner with ED and board development committee.
- Proactive stay ahead of funding sources & trends to position LPBF ahead of major funding changes & trends.
- Stay abreast of all donor information, provide & present statistical analysis to the ED.
- Coordinate stewardship and acknowledgment activities to service donors
- In concert with development team, establish & maintain relationships with corporate & community influences and strategic partners.
- Develop & maintain branding, including increased brand awareness via social media.
- Maintain confidentiality of all donor issues.
- Compliment the ED in handling all aspects of media & public relations.

Skills and Qualifications

- Bachelor's degree or 5 years fundraising or related experience in a nonprofit environment.
- Self-starter with strong initiative, drive, sense of urgency & ability to work with a high degree of autonomy.
- Excellent relationship management & networking skills.
- Proven & effective team and project management skills.
- A deep commitment to the LPBF mission.
- Knowledge of the LPBF scope of coverage preferred.
- Strong leadership skills & presence.
- Excellent managerial & organizational skills with attentiveness to details & results.
- Excellent oral & written communication skills.
- Ability to effectively work with people of diverse backgrounds & experiences.
- Proficient in Microsoft Office Suite.
- Ability to manage website & perform maintenance.
- Excellent Social media knowledge & management.
- Must have flexible schedule & be available as needed.

Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to frank@saveourlake.org. Applications accepted through March 22, 2017. No inquiries please—candidates will be notified of follow-up interviews. EOE.