



Lighthouse Louisiana

Job Title: Development Specialist

Department: Development

Reports to: Vice President of Development & Communications

The Development Specialist is a dynamic, creative, and passionate individual of our team, who is dedicated to creating engaging events, experiences, and communications that lead to cultivation and stewardship of donors for Lighthouse Louisiana. In this role you are able to tell engaging stories about the work that the Lighthouse is doing in Southeast Louisiana, empowering people with disabilities through services, employment, and advocacy, while at the same time managing the logistics and administration of events and gifts. You place mission at the forefront of your work, and you are able to translate our mission to new and existing donors in a way that demonstrates impact and drives philanthropic interest.

Duties and responsibilities

Donor Engagement

- Build relationships with assigned donors to strengthen long-term support and create a two-way dialogue with donors. Ask thoughtful and strategic questions, inspiring donors to communicate philanthropic goals. Align donors' interests with impactful messaging and asks.
- Maintain and grow a donor revenue portfolio by moving donors through the donor continuum and continually adding new prospects.
- Qualify major donors that represent the highest giving potential for the organization. Conduct further research as needed.
- Be responsible for the fulfillment of donor and sponsor benefits through the donor stewardship plan. Propose new and creative benefit and surprise-and-delight ideas.
- Execute excellent stewardship techniques using personalized direct marketing and outreach, including thank you calls and notes, special invitations, and more.

Special Event Management

- Manage and produce a portfolio of Lighthouse fundraising events, with a specific focus on donor cultivation and stewardship.
- Work with the VP of Development & Communications to secure event sponsorships and other philanthropic support; establish donor benefits, ensure proper recognition, and benefit fulfillment.

- In coordination with the VP of Development & Communications, create memorable events from start to finish.
- Manage event vendor procurement such as researching vendors, requesting quotes, and processing invoices.
- Liaise Communications Specialist and outside vendors on the development of printed materials, event announcements, catering, production, artists, and operations.
- Maximize event related fundraising results by focusing efforts on retaining past sponsors; securing new sponsors; increasing event revenues from ticket sales, auctions, donations and other event activities; and by managing event related overhead costs.

Database and Records Management

- Ensure data integrity of our CRM by updating information daily with donor and prospect information.
- Build a solid foundation of timely, efficient, and meaningful stewardship practices, including managing the receipt and timeliness of the gift acknowledgment process and generation of stewardship reports, and pledge reminders.
- Oversee reconciliation with accounting department to ensure accuracy in gift stewardship.

Qualifications & Requirements

Education: Bachelor's Degree in Marketing, Communications, or similar field preferred.

Special Knowledge or Skills: Excellent oral and written communication skills; knowledge of Microsoft Word, Excel, and Outlook, familiarity with NetSuite a plus. Ability to embrace and master new technologies, and organize and manage multiple projects.

Experience: Minimum 2 years of fundraising, outreach, or communications/marketing experience required. Track record of building long-term, trusted business or donor relationships.

Personality: Professional, pleasant, able to maintain confidentiality, detail-oriented, organized. Excellent storytelling, presentation and persuasive skills both written and oral with a sharp ability to sell ideas and close gifts. Enthusiastic team player with collaborative spirit and “all hands-on deck” attitude; able to operate across complex organization and thrive in a fast-paced culture. High emotional intelligence and the ability to connect and communicate with a diverse range of personalities.

Problem Solving: Ability to maintain a positive and constructive attitude while solving problems. A spirited thinker who anticipates needs, contributes creative ideas, and proposes solutions with strong decision-making capability. Flexible in your approach and demeanor to align with the shifting demands of evolving and complex circumstances.

Supervisory Responsibilities: None.

Physical: Able to visually critique print & electronic materials, move about in the community, lift 25 pounds, and sit for extended periods of time.

Working Conditions: Inside, office setting, with some event settings. Must have a good driving record, current driver's license, reliable mode of transportation and current certificate of insurance for any personal vehicle.

Work Schedule: Full-time 40 hours weekly, may include evening or weekend hours.

Background Check and Drug Testing required: Employment is contingent upon satisfactory results.

This job description does not imply that these are the only duties to be performed. The person in this position will perform such other tasks as may be required for the effective operation of the department upon request by the Director of Development.

Accomplishments in these areas of responsibility will be the basis of the employee's evaluation, continuation of employment and change in compensation.

Job Type: Full-time

Pay: \$50,000.00 - \$53,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work Location: In person