



ORGANIZATION: Lighthouse Family Retreat
PURPOSE: Strengthening families living through childhood cancer
JOB TITLE: Development Officer
LOCATION: Alpharetta, GA

PURPOSE

The Development Officer position for Lighthouse Family Retreat reports directly to the Director of Development. This position manages a portfolio of 150 base donors in order to raise them to mid-level officers. This position assists with the management of fundraising events, aids in all silent auction item procurement, helps to coordinate event logistics and fundraisers by others as well as execute and manage the Donor Care Plan (database administration pertaining to “Thank You’s”, receipts, supporter reconciliation and scheduling touch points).

PRIMARY RESPONSIBILITIES

- Conducts research to identify prospective donors at the \$100 to \$999 level. Manages a portfolio of up to 150 financial donors. Proactively maintains relationships with these donors to retain and increase their giving.
- Assist in managing our online merch store and fulfill online orders.
- Actively identify high capacity donors through in person meetings and research.
- Develop and cultivate relationships with new potential donors.
- Manage and update the donor information in Salesforce.
- Assist Development team in supporting individuals who host fundraisers for Lighthouse with resources for awareness and financial support.
- Assist in managing logistical information and details for Lighthouse Family Retreat events.
- Assistant Development Team in increasing active monthly donors.
- Stays abreast of emerging trends within the development field (e.g. giving circles, mobile activations, peer-to-peer fundraising, etc.). Makes recommendations for how to incorporate new activities into an overall development strategy.
- Performs other duties as assigned.

QUALIFICATIONS

- Must believe in the mission, direction, and premise of the ministry
- Understands the balance of results and relationships
- Excellent communication skills
- Self-starter with the ability to work independently
- Exceptional organizational skills
- Four-year college degree
- Must have a minimum of 2 years' experience in fundraising, non-profit related work or outside sales.
- Ability to travel up to 25%