

Development Director Job Description

Are you passionate about making a meaningful impact and building strong relationships? Lumina Alliance is seeking a creative and strategic Development Director to lead our fundraising efforts and advance our mission to support survivors of violence.

This role is perfect for a collaborative leader with a high level of self-awareness, adaptability, and resilience. If you're ready to use your talents to inspire generosity and transform lives, explore this exciting opportunity today! Whether you have a proven track record in development or bring exceptional relationship-building skills from another field - such as sales, project management, or client engagement - we want to hear from you!

Purpose and Responsibilities

Under the direction of the Chief Development and Communications Officer (CDCO) and in partnership with the Chief Executive Officer (CEO), the Development Director provides strategic leadership for the organization's fundraising and advancement efforts. This includes designing and implementing initiatives to identify, cultivate, and secure annual gifts, major gifts, planned gifts, and foundation or corporate support, ensuring alignment with the organization's mission and vision.

The Development Director collaborates with the CEO, CDCO, and Board of Directors to achieve fundraising goals, manage a portfolio of high-impact donor prospects, and build a cohesive and collaborative development team. This role focuses on fostering meaningful donor relationships and advancing philanthropic outcomes that sustain and grow the organization's impact.

Job Duties

Strategic Leadership and Collaboration

- Provide strategic leadership while fostering a collaborative partnership with the Development Team and CEO, ensuring alignment of fundraising initiatives with organizational goals and maintaining open communication channels to drive successful philanthropic outcomes.
- Develop and implement a comprehensive Strategic Development Plan, updating it annually to reflect organizational priorities and opportunities.
- Establish and execute annual fundraising goals, metrics, and budgets in collaboration with the leadership team.
- Regularly monitor and report progress toward goals to the CEO, CDCO, and Board of Directors, ensuring transparency and accountability.
- Support the Board of Directors in maximizing their effectiveness in fundraising for organizational initiatives.

Major Gifts

- Build and nurture relationships with major donors, fostering trust and engagement through cultivation, solicitation, and stewardship activities.
- Conduct regular donor and prospect visits to deepen connections and advance fundraising goals.
- Perform ethical and targeted donor research to identify prospects and maintain a robust donor pipeline.
- Ensure donors are appropriately acknowledged and recognized, fostering long-term loyalty and support.
- Actively pursue corporate, in-kind, and media sponsorships for events and initiatives.

Communications and Events

- Partner with the Communications Team to create compelling donor-focused communications, including case statements, appeal letters, proposals, and event materials.
- Collaborate on public relations, social media, and marketing strategies to enhance donor engagement and organizational visibility.
- Plan and execute impactful fundraising and donor appreciation events, managing committees and consultants as needed.

Operations

- Oversee the receipt, stewardship, and financial tracking of charitable gifts in collaboration with the Finance Department.
- Ensure accurate and ethical management of the donor database, supporting data entry and reporting by the Development Team.
- Lead the implementation of ethical fundraising policies and procedures to maintain donor trust and compliance.
- Provide mentorship and supervision to development staff, fostering a supportive and high-performing team culture.

Community Engagement and Other Duties

- Represent the organization professionally in the community, building networks and fostering partnerships.
- Participate in agency-wide meetings and initiatives to ensure integration of development goals across departments.
- Perform other duties as assigned.

Qualifications

Skills & Competencies

- Strong relationship-building and interpersonal skills, with the ability to engage authentically with individuals, teams, and external stakeholders..
- Experience in creating and executing strategic plans to achieve measurable goals, whether in fundraising, sales, or another results-driven field.
- Strong ability to interpret data, identify trends, and use insights to improve strategies and outcomes.
- Skilled in cultivating trust and rapport with clients, customers, or donors, and maintaining long-term connections.
- Ability to assess situations quickly and pivot strategies to meet changing priorities or unexpected challenges.
- History of working effectively within a team to achieve shared goals, whether in nonprofit, corporate, or other professional settings.
- Exceptional written and verbal communication skills, including the ability to craft compelling messages tailored to diverse audiences.
- Demonstrated success in managing large-scale or complex collaborative projects, ensuring timelines, budgets, and deliverables are met.
- Effective at prioritizing tasks, managing multiple projects simultaneously, and maintaining attention to detail.
- Familiarity with using CRM systems, data analysis tools, or project management software to track progress and inform decision-making (experience with donor databases like Little Green Light is a plus).
- Proficiency in Google Suite (Drive, Documents, Sheets, Slides) and Microsoft Office Suite (Word, Excel, PowerPoint).

Mindset & Characteristics

- Compassionate and empathetic approach to work, especially in interactions with survivors, donors, and team members.
- Collaborative and team-oriented, fostering strong partnerships across departments and with external stakeholders to achieve shared goals.
- High level of self-awareness, including the ability to reflect on personal strengths and areas for growth, take accountability for actions, and adapt based on feedback.
- Thrives in dynamic environments, effectively adjusting strategies and priorities to meet organizational needs and opportunities.
- Demonstrates initiative, reliability, and professionalism in all aspects of work.

- Upholds strong ethical standards, with a commitment to transparency and integrity in fundraising and decision-making.
- Skilled in engaging with diverse populations, showing cultural sensitivity and respect for individual differences.
- Resilient and solution-focused, proactively identifying challenges and pursuing creative, practical solutions.
- Passionate about advancing social justice, equity, and the organization's mission to support survivors of violence.

Preferred Qualifications

- Demonstrated ability to plan, execute, and achieve fundraising goals, particularly in major gifts and donor cultivation.
- Knowledge of nonprofit development strategies, such as annual campaigns, major gifts, planned giving, or corporate sponsorships.
- Demonstrated ability to lead cross-functional teams or committees, particularly on complex or large-scale initiatives.
- Familiarity with ethical fundraising practices and regulations.
- Experience working in or collaborating with diverse sectors (e.g., nonprofit, corporate, government) to achieve shared goals.
- Proven track record of securing corporate sponsorships or in-kind contributions.
- Experience managing and mentoring development staff or volunteers.
- Knowledge of Lumina Alliance's mission and the community it serves.
- Fluency in Spanish or another language spoken by the community served by Lumina Alliance.
- Hands-on experience organizing events, whether for fundraising, client engagement, or marketing purposes.
- Experience in public relations, branding, or content creation, particularly with a focus on engaging diverse audiences.
- Highly competent with donor databases, CRM systems, or other software platforms (e.g., Little Green Light, Salesforce, or similar tools).
- Previous experience in roles that aligned with or supported social justice, equity, or advocacy-focused missions.

Position Title: Development Director

Reports to: Chief Development and Communications Officer

Hours: 40 per week, Salaried, Exempt

Location: San Luis Obispo County

Salary Range: \$32 - \$48.70 (Bilingual differential of \$1/hr if applicable)

** Pay is determined by several factors, including experience and internal equity standards. **

Benefits

- Generous health insurance benefits; silver tier plan premium for employee provided by employer
- Premium dental and vision insurance for employee coverage, paid for by employer
- Employee life insurance plan, paid for by employer
- IRA Retirement plan with employer-matching contributions
- Generous Paid Time Off accruals, including at least 16 annual paid holidays
- Incentive opportunities to acquire additional time off, paid for by employer
- Family- and pet-friendly workplace
- Opportunities for growth within the organization

To apply, submit your resume and a cover letter or personal statement about why you are interested in working at Lumina Alliance.

ABOUT LUMINA ALLIANCE

Lumina Alliance is a non-profit 501(c)(3) organization created by the merging of RISE and Stand Strong in July 2021. Their mission is to empower those impacted by sexual and intimate partner violence through innovative advocacy, healing, prevention programs. Services include 24/7 crisis and information line, case management, restraining order assistance, legal assistance, accompaniment and advocacy, emergency shelters, transitional housing, individual and group therapy, and robust prevention education. For more information, please visit www.LuminaAlliance.org

Lumina Alliance is an at-will and an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, religion, national origin, veteran status, or on the basis of disability.

Lumina Alliance is a Drug Free Workplace.