



Position Description

Position Title:	Director of Development
Reports To:	COO
Classification:	Full-Time
FLSA Status:	Salaried Exempt

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE'RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities struggling with Brain Drain, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Because we hope that all of our staff members will be actively involved in community building efforts, for most roles we are prioritizing hires for people who are willing to live and work in Dodge City, or are able to spend a significant amount of time there each month, after the pandemic is over. We understand that not everyone can relocate and still welcome applications from those applying to work from anywhere in the country (also, note that positions that are more amenable to working outside of Dodge City will note that in the position summaries).

POSITION SUMMARY

Responsible for managing Lead For America's fundraising strategy and execution alongside the CEO. This individual will take a leadership role in every aspect of development: strategy, pitching, relationship building, grant writing, and gift stewardship. The Development Director will be the primary lead on discrete philanthropic opportunities up to \$300k/year (with an expected annual fundraising goal of \$1.5m+), and the primary supporter

of the CEO on larger philanthropic opportunities. Lead For America is seeking a hard-working, experienced development professional who is excited by the challenge of growing Lead For America's philanthropic resources exponentially in the coming years. Strong performance will lead to promotion opportunities.

This individual may reside at the national headquarters in Dodge City, or to be near philanthropic partner clusters, may choose to reside in Washington DC, New York City, or the Bay Area.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

1. Alongside the CEO, design and execute on a comprehensive fundraising gameplan to grow Lead for America's capacity.
2. Grow a mid-sized gifts program including identification, cultivation and solicitation of donors with expected gifts between \$25k and \$300k.
3. Support the CEO with relationship cultivation, grant writing, grant reporting, and other fundraising functions for opportunities with expected gifts greater than \$300k.
4. Conduct landscape analyses of potential new national, state, and local foundation partners.
5. Meet with prospective funders to pitch our vision, assess fit and interest, and build sustainable relationships.
6. Build and implement a planned giving program.
7. Secure financial support from individuals, foundations and corporations.
8. Develop and maintain ongoing relationships with potential and current LFA donors.
9. Create and implement a strategy for a large sustained base of annual individual donors.
10. Plan and oversee organization of any fundraising events, including galas, intimate funder dinners, and funder site visits.
11. Work with the finance team to oversee and track all necessary corporate and foundation reports.
12. Support our Fellows and affiliates in their pursuit of philanthropic funding by providing training and coaching for local fundraising efforts.
13. Solicit grant applications and oversee the grant writing process alongside the CEO, COO, and program staff.
14. Oversee the fundraising database and tracking systems via Salesforce.
15. Maintain world-class gift recognition and appreciation programs.

QUALIFICATIONS

Education

BS degree in Business, Finance, Communications, Non-Profit Administration, or related field required.

Experience

5+ years of experience in fundraising and development. Previous experience with development and communications in a non-profit organization required. Experience as a board member of a non-profit organization familiar with nonprofit fundraising or communications desired.

Knowledge, Skills, and Attributes

- Mission/Vision: able to support and articulate the organization’s mission, goals and objectives in a positive and inspirational manner.
- Strategic Vision and Agility: ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- Communication: relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results, and convey a compelling pitch to stakeholders.
- Leadership: effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level.
- Results-Oriented: mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- Capacity Building: ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.
- Action Oriented: strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

SALARY RANGE

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the growth of the organization, and that for most roles there is ample opportunity for promotion. In special circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class talent.

Minimum starting salary (assuming minimum required experience met): \$59,536

Maximum starting salary (assuming 30+ years of related experience and living in highest cost-of-living location): \$129,258

BENEFITS

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview [here](#).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).

- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

To APPLY

Please submit your application to apply [here](#). You can learn more about Lead For America [here](#).

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.