

## **LIGHTHOUSE FOR THE BLIND OF FORT WORTH**

### **Job Description - Community Development Officer**

The Community Development Officer will be responsible for developing and implementing the development strategy for the Lighthouse for the Blind of Fort Worth. Reporting to the President/CEO, the Community Development Officer will be responsible for achieving fundraising goals and engaging the community in the mission and activities of the Lighthouse. This includes leveraging key relationships and contacts within and outside of Fort Worth to meet fundraising goals.

#### **Responsibilities:**

- Develop and implement annual development plan and near-term development strategy
- Develop and implement comprehensive public relations strategy
- Lead and manage the agency's overall development efforts to raise an annual budget of \$2 million dollars
- Responsible for initiating and cultivating long-term relationships and building financial, in-kind, volunteer labor, and community support among (but not limited to) local governmental entities, educational institutions, charitable and church-affiliated organizations, civic associations, etc..
- Represent the agency in community/economic development activities and initiatives.
- Responsible for ensuring agency visibility in all aspects of the community, establishing and maintaining relationships with other organizations in the community to meet and not duplicate needs and services.
- Train and lead other non-dedicated staff to support fundraising and marketing efforts
- Cultivate and nurture relationships with current and potential corporate, foundation, and individual donors
- Give interviews (all media formats) in a manner that conveys the agency mission and passion that instills a desire to engage in agency programs.
- Responsible for creating and facilitating supporter acknowledgment and recognition.

#### **Education:**

- Bachelor's degree and/or equivalent prior experience. Understanding of community/national service and education a plus.

#### **Qualifications:**

- 5-10 years of direct sales or business development experience in a service industry or with a nonprofit; emphasis on corporate sponsorships or corporate sales is a plus
- Proven track record of achieving revenue targets and/or a quota of over \$1M annually
- Proven management and leadership capabilities
- Experience working with Senior Level executives in a corporate environment
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new donors
- Strong partnership-building and event planning skills
- Thorough understanding of all components of a diversified funding base
- Good computer skills and knowledge of data base programs