



**LiveSafe Resources
JOB DESCRIPTION**

TITLE: Development Director

To apply, please email your resume to Director of HR, Michele Kerlegrand, at mkerlegrand@livesaferesources.org. Or visit the job posting on Work For Good: <https://workforgood.org/listing-job/development-director-6-cbcdfc34/>

JOB SUMMARY:

This is a full-time role for a Development Director located in Marietta, GA. The Director of Development creates and implements a strategic approach to build and steward relationships for the purpose of furthering the mission of LiveSafe Resources. This role includes, but is not limited to, garnering corporate and individual donors, leading special event strategy, securing in-kind resources, supporting the Board of Directors engagement in development, overseeing organizational marketing and communications partnership, and management of the event specialist staff, any marketing/event interns and resource development volunteer committees.

The Director of Development works with the team to provide a coherent and comprehensive brand and communications strategy for all of the organization's projects and programs. Oversees marketing strategies inclusive of website, e-newsletters, annual reports, and social media as needed to promote the mission, programs, services, fundraising activities, and special events of LiveSafe Resources.

DUTIES AND RESPONSIBILITIES:

- Collaborate with the CEO and Board Committee to create a fund development plan which increases revenues to support the strategic direction of the organization.
- Implement the fund development plans in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities, including special events, to ensure that the fundraising is effective, and goals are being achieved.





- Monitor trends in the community/region/country and adapt fundraising strategies as necessary.
- Identify and develop corporate, foundation, and individual prospects aligned to fundraising priorities.
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information.
- Prepare regular reports on progress and related fundraising activities to the CEO and Board of Directors.
- Build relationships and secure speaking engagements with community stakeholders to advance the mission and fundraising goals of the organization.
- With the designated Board Committee develop an annual campaign to target staff, volunteers, members, donors and prospects/community leaders.
- Develop and implement an effective and comprehensive communications plan, including messages and themes for organizational campaigns, programs, and events in conjunction with the CEO, Resource Development Committee and Marketing partners
- Effectively manage the Development Events Specialist, marketing development interns, and resource development volunteers.
- Any other duties as assigned.

Minimum Credentials & Experience:

Education, Qualifications and Skills:

- Bachelor of Arts or Sciences or comparable experience required.
- Preferred 5-7 years of experience in non-profit development with an established track record of successfully soliciting, managing, and growing fundraising events.
- Experience or knowledge of multiple markets across Georgia a plus.
- Requires excellent community organizing, project management, customer service, interpersonal, writing/presentation skills, and attention to detail.
- Professional and polished image with comfort in dealing with corporate executive