

July 17, 2019



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362 N. Martin Luther King Blvd.
Lexington, KY 40508
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LASCLEX.org

Development Director – Job Posting

JOB SUMMARY

The LASC is seeking an experienced, results-driven, and passionate Development professional to manage diversified fundraising efforts to reach the Living Arts & Science Center's growth and expansion goals. This full-time staff position will report directly to the Executive Director and collaborate with the Board of Directors on all development initiatives.

The Development Director is responsible for planning, organizing and directing all of the Living Arts & Science Center's fundraising including the annual giving campaign, major gifts, individual and corporate sponsorships, fundraising events, planned giving, and endowment or capital campaigns. Additionally, the Development Director will oversee and collaborate with the Grant Program Manager in the research, development and preparation of grant proposals, and with the Marketing Director in building and sustaining memberships and other development projects.

The Development Director will thrive in a collaborative, entrepreneurial and outcome-driven environment, be flexible to changing needs and contribute strategically to the overall mission of the organization.

CANDIDATE QUALIFICATIONS:

The successful candidate will:

- Have proven success in designing and implementing diverse fundraising strategies and initiatives to include grants, sponsorships, annual giving, individual giving, and events;
- Have proven success in identifying and obtaining support from individuals, foundations and corporations through diverse fundraising initiatives including annual giving, major gifts, grants, corporate sponsorships, and memberships;
- Have strong interpersonal skills and proven success in building and maintaining long-term relationships with individual donors, foundations and corporations;
- Be a hands-on, self-motivated, and results-oriented individual with impeccable ethics;
- Be highly entrepreneurial, creative, and resourceful;
- Have a strong ability to maintain and grow relationships while working effectively with people from diverse backgrounds, including staff, board members, volunteers, consultants, foundations, businesses and community leaders;
- Possess superb writing and speaking skills with the ability to communicate persuasively about the role of philanthropy and its impact on art and science education;
- Possess a very strong understanding of the business community and in building partnerships and developing support;
- Have knowledge and understanding of non-profit management and fundraising techniques, strategies and best practices;

- Display a positive attitude, strong work ethic, common sense, and a collaborative spirit;
- Possess excellent organizational and data management skills, computer skills, and an ability to handle a variety of tasks, projects, and deadlines simultaneously;
- Believe in the mission of the Living Arts & Science Center and know that impacting change involves engaging individuals, organizations, corporations, and online networks.

RESPONSIBILITIES

- Develop and effectively implement a diversified fundraising plan in support of the Living Arts & Science Center's short and long-range goals;
- Recruit, meet and follow-up with prospective donors and supporters on a continual basis;
- Plan and direct the annual fund program, strategizing best use of mailings, on-line and social media campaigns, and fundraising drives;
- Plan and implement successful fund raising events;
- Recruit potential corporate sponsors for programs, operating support and fundraising events;
- Write, design and prepare sponsorship packets, proposals and presentations;
- Develop a major gifts program including identification, cultivation and solicitation of major donors;
- Develop a planned giving program maximizing benefits for potential donors;
- Plan and direct capital or endowment campaigns and other major fundraising initiatives;
- Communicate effectively and promptly with prospective donors and supporters;
- Oversee prospect research;
- Exhibit sound critical-thinking skills, with the ability to execute strategic objectives, as well as the tactical details critical for their success.
- Encourage a culture of philanthropy throughout the organization;
- Work collaboratively with other staff members in grant seeking, assisting in research, proposal writing, and reporting requirements;
- Work closely with Executive Director, Board of Directors and staff on all fundraising and development initiatives;
- Work collaboratively with other staff members in marketing efforts;
- Make occasional public appearances/accept speaking engagements to share information about the Living Arts & Science Center with the community;
- Serve as staff liaison for the Board of Director Development Committee;
- Manage and organize fundraising database and related files; maintain data integrity;
- Solicit and coordinate in-kind contributions;
- Supervise and collaborate with other fundraising staff, interns and/or volunteers;
- Oversee creation of publications to support fund raising activities;
- Maintain gift recognition programs;
- Demonstrate professional conduct at all times;
- Perform other related duties as requested by Executive Director.

MINIMUM QUALIFICATIONS

Education and experience equivalent to:

Bachelor's degree; supplemented with a minimum of five (5) years of successful non-profit fundraising experience.

PHYSICAL DEMANDS

This position will require climbing stairs, walking and standing, balancing, sitting for long periods of time, stooping, kneeling, crouching, reaching, pushing, pulling, and lifting and carrying up to 30 pounds unassisted. Valid Kentucky driver's license required.

ORGANIZATIONAL DETAIL - The Living Arts & Science Center

The Living Arts & Science Center is an award-winning, lively and growing non-profit organization that with a 51 year history of STEAM education and outreach. A large expansion and renovation of our facility was completed three years ago and includes eight classrooms, a Digital Media Lab, a Clay Studio, a Teaching Kitchen, Lexington's only Planetarium, three art galleries, an interactive Discovery Gallery, outdoor educational gardens, and more. The Living Arts & Science Center is committed to ensuring opportunity and access to all and provides numerous arts and science programs in public schools and works with social service agencies and community centers to provide arts and science programs for at-risk, special needs and underserved children and adults. A large scholarship program also provides free and reduced cost classes for hundreds of students with financial need. Each year, the LASC presents a wide range of programs and events including:

- Over 400 classes and workshops for pre-school students to adults;
- 11 – 13 annual art exhibitions in three art galleries and a children's art gallery;
- An interactive Discovery exhibition of STEAM concepts;
- Interactive art and science field trip and outreach programs for 12,000+ Kentucky students;
- Monthly programs such as Discovery Night with guest artists and scientists and Discovery Saturdays with unique activities and planetarium shows;
- Free art and science after-school programs for seven Title I schools;
- Annual interactive community events such as Family Fun Day and Day of the Dead Festival

The Living Arts & Science Center offers a creative, dynamic and congenial working environment in an exciting new facility in downtown Lexington. Benefits include generous paid PTO, a group health insurance plan, a Simple IRA plan (with 3% employer match), and some flexibility in work schedules.

TO APPLY

Interested applicants should submit a letter of interest, resume, three references, and a brief writing sample. Review of the applications will begin upon receipt. Position will remain open until filled.

To apply, mail or email requested materials to:

**Development Director Search
Living Arts & Science Center
362 N. Martin Luther King Blvd.
Lexington, KY 40508
LHalligan@LASCLEX.org**

Phone calls will not be accepted.