



## DEVELOPMENT DIRECTOR

<b>Department</b>	Development	<b>Wage Range:</b>	\$75,000-\$85,000/annual
<b>Supervisor</b>	Community Leader/Executive Director	<b>Status</b>	Regular, Full-time, Non-exempt
<b>Revised</b>	June 2025	<b>Location</b>	Tacoma, WA

**General:** In conjunction with the Executive Director, the Development Director shares responsibility for the overall growth and direction of L'Arche Tahoma Hope (LTH) as well as participation in the Federation of L'Arche. The Development Director holds primary responsibility for fostering relationships and partnerships that result in new and ongoing resources and financial support for the organization. Guided by the mission and charter of L'Arche, the Development Director leads the development and implementation of LTH's fundraising strategy and communications plans.

**Program Scope and Location:** The Development Director serves as a member of the executive leadership team (Director Circle) with a focus on expanding LTH's development, donor tracking, donor relationships and communications functions. The Development Director supervises the Communications Contractor and the Community Engagements Coordinator, and collaborates with the graphic design, finance and database services. L'Arche Tahoma Hope's offices are located in the Summit area of Pierce County, south of Tacoma. Some remote work possible; the majority of time will be spent onsite.

**Direct Reports:** Communications Contractor and Community Engagements Coordinator

### Key Responsibilities

- Annual Funds Campaign – manage all campaigns for annual support including year-end appeal and fund a need at annual Auction event
- Grants – Manage and collaborate with grant writer in researching and organizing grants for the organization as a whole and all three programs
- Endowments (legacy giving, engagement) – Engage donors for legacy giving and ensure growth of funds by advertising the “forever fund” model
- Events – Lead signature fundraising event planning, lead committees
- Donor Relationship Management – Recruit new donors, nourish existing donor relationships, learn about how to engage through philanthropic giving
- Communications (Newsletters, etc.) – Manage communications efforts including campaigns, newsletter, social media and online presence
- Database Coordination (Bloomerang, Auctria, etc.) – Ensure donor data accuracy and database optimization

### Individual, Corporate and Foundation Donor Relationships Management – 30%

- Nurture existing major donor, corporate and foundation relationships through regular personal contact.
- Cultivate new donor, corporate and foundation relationships through networking, research, and letters of introduction.
- Ensure accurate, complete and timely reports are submitted per foundation requirements.
- Build upon efforts to implement legacy giving, donor recognition and direct mail programs.
- Manage the year-end giving campaign with direct appeals to major donors in support of annual gifts.

**Events Management – 25%**

- Lead signature fundraising event planning for our annual Auction and Fall Fundraiser
- Leads and coordinates events that engage community building and network of partners for LTH
- Coordinate and manage Auction and fundraising committees
- Support the annual auction through soliciting underwriting.
- Collaborate with the Farm and Outreach staff for leading and coordinating different farm events.

**Communications Management – 15%**

- Manage communications efforts including campaigns, newsletter, social media and online presence
- With the Director Circle, develop and implement annual communication and development plans for LTH, including goals and timelines.
- Work with Communications and Engagements contractor and Graphic Design/Web contractor on material in our communications.

**Endowments Management– 10%**

- Engage donors for legacy giving and ensure growth of funds by advertising the “forever fund” model
- Tracking the receipts of accounts and growth with Greater Tacoma Giving Foundation

**Grants Management– 10%**

- Manage and collaborate with grant writer in researching and organizing grants for the organization as a whole and all three programs (Residential, Farm and Welcome Center activities and events)
- Tracking grant data and working with program staff to ensure the completion of grant requirements
- Supervise LTH’s contracted grant writer, ensuring inspiring, accurate, and complete proposals are drafted and deadlines are met.

**Supervision and Management Responsibilities - 5%**

- Provide monthly supervision for the Communications Contractor and the Community Engagement Coordinator
- Responsible for hiring and performance management of supervisees including regular 1:1’s and interim and annual review processes
- Support a bi-weekly Development Huddle for team check ins, event planning, communications timelines, etc.
- Ensure effective and timely channels of communication with the Development team and the rest of the community
- Manage PTO requests and approve bi-weekly timesheets for all supervisees

**Executive Leadership Responsibilities – 5%**

- Develop and implement policy and procedures for the organization
- Make and support decisions that contribute to the overall health and future of the organization
- Help guide implementation and measurement of progress on the Strategic Plan and the Mandate, soliciting feedback from core members and staff
- Participate in the Board Meetings and Committees as delegated by the Executive Director
- Participate in preparation of the annual operating and capital budgets
- With the other Directors and Coordinator teams, help vision, schedule, plan and carry out community-wide celebrations, events and spiritual traditions
- Alongside other Directors, make sure the mission, charter and mandate are being lived out by our community practices

## **Equity and Inclusion**

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency.

## **Community Expectations**

- Model Cooperative Communication and foster cooperative relationships
- Commit to the mission and philosophy of L'Arche, including the Pillars of L'Arche Spirituality
- Show flexibility and responsiveness to core member needs
- Ensure that the LTH community enjoys a vibrant community life through visioning, planning and collaborating with leaders and staff
- Foster a spirit of teamwork within the community
- Remain grounded in community and mutual relationships through occasional direct support in the homes
- Demonstrate openness and flexibility in spending time in the homes, on the farm and in activities to develop and grow mutual relationships with core members.
- Demonstrate openness and flexibility to serve on a committee or attend community events.
- Participate in L'Arche formation - a reflection space to make meaning out of the work we do and the community life we hope to create.

## **Minimum Qualifications**

- Verbal and written fluency in English
- Two years' experience leading nonprofit fundraising and/or donor relations
- Demonstrated ability to do quality work while meeting deadlines
- Demonstrated ability to write and speak clearly and appropriately to a variety of audiences
- Demonstrated commitment to personal and spiritual growth
- Commitment to L'Arche mission and manner of sharing life with core members
- Basic knowledge of common email applications, donor tracking software and competent in Microsoft Office software
- Knowledge of Google Workspace design and processes
- Must possess and maintain a valid driver's license. Must be capable of driving LTH vehicles and other people.
- Availability to travel overnight on occasion
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test or provide evidence of adequate therapy

## **Trainings/Certifications Required (can be completed after hire)**

- CPR/First Aid, Blood Borne Pathogens, and WA State Food Handlers Certificate

## **Physical Demands and Work Environment**

This position requires frequent sitting, standing and movement around the office, lifting 30 pounds or more; comfortable speaking in front of groups of people and meeting new people.

Generally, in an open office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

***Disclaimer:***

This job description is not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. All L'Arche Tahoma Hope employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

Benefits include paid sick and vacation, 92%-paid medical premium, reimbursement of medical deductibles up to limit, no co-insurance, 3% IRA match and limited annual dental and vision reimbursement after six months.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_