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LIGHTHOUSE JOB ANNOUNCEMENT

**POSITION:** Vice President of Development (VPD)

**STATUS:** Full-timeExempt

**REPORTS TO:**  CEO

**APPLICATION DEADLINE:** OpenUntil Position is Filled

**JOB PURPOSE:**

LightHouse for the Blind and Visually Impaired, headquartered in downtown San Francisco, is looking for a full-time Vice President of Development to fill a key role in our 120-year-old organization. The VP of Development has overall responsibility for agency fundraising from individuals, corporations, foundations, and government sources.

This role will provide resources for dozens of blindness programs spanning the life cycle from infants to seniors. The Development Department supports programs ranging from blindness skills training, youth mentorship, employment, information access, advocacy, adaptive products, social enterprises, and a renowned camp and retreat in Napa. Our current operating budget is in the range of $20 million.

The VP of Development will serve on the LightHouse’s Executive Leadership Team and report to the CEO. They will lead a seven-person Development department and work particularly closely with LightHouse’s Communications and outreach teams.

The VP of Development has overall responsibility for general agency fundraising, planned giving, and a new capital campaign for our Enchanted Hills Camp. In conjunction with the Communications department, the VP of Development creates external marketing and jointly develops agency brand standards.

**Diversity and Inclusion:** LightHouse intentionally and actively works to minimize barriers to employment faced by many marginalized groups. As a result, we welcome applicants from diverse backgrounds and abilities, including but not limited to applicants who possess various disabilities, racial and ethnic backgrounds, sexual orientation, gender identities, and ages.

**QUALIFICATIONS:**

**Education or equivalent**:

* College graduate
* (graduate degrees in communication, marketing, or fundraising a plus)

**Experience**

The LightHouse welcomes nontraditional applicants and applicants with diverse backgrounds and experience.

The LightHouse values a workforce with experience working in environments with a disability-positive, anti-ableist, and anti-racist philosophy. Experience working with people who are blind or have other disabilities is a plus.

**Required Skills:**

This role requires a minimum of five years of experience in comprehensive fundraising program execution, including:

* Experience in developing and expanding agency fundraising plans
* Experience in developing and leading a significant capital campaign
* Stewardship of major donors
* Creation, execution, and expansion of planned giving programs
* Demonstrated experience in solicitation and management of significant institutional and corporate grants
* Supervision of multiple staff

The VP must have compelling writing and editing skills and be able to write quickly and to multiple deadlines. We value demonstrated ability to write strong narratives that are affecting and engaging. Basic copyediting and production-ready proofing is a must.

Demonstrated expertise in Microsoft Word, Outlook, fundraising databases, and multiple channels of social media. Experience with WordPress and Raiser’s Edge is a plus.

This position is best filled with a strong, internally motivated self-starter with a high degree of organization. The role will require a dedicated, diplomatic, strategic, and passionate individual. And one who sees the value of having fun along the way.

The successful VP will have enthusiasm for LightHouse services and the transformative effect they have on the lives of people who are blind or have low vision.

**JOB RESPONSIBILITIES:**

In conjunction with outside consultants and the Capital Campaign Director, lead the Development team in the implementation and completion of a $13 million capital campaign for the expansion and reimagination of Enchanted Hills Camp.

Initiate, continue, and deepen relationships with key donors as part of a structured moves management calendar, with contemporaneous donor data incorporated into Raiser’s Edge NXT.

Overall responsibility to lead a team to develop a comprehensive plan to segment and maintain LightHouse donor and other databases by significant characteristics.

Responsible for developing and implementing systems which assemble potential donor names and contact information from all facets of LightHouse operations and incorporate them into our central Raiser’s Edge NXT system.

Oversee writing of the agency Annual Report, seasonal fundraising appeals, special-purpose event communications and development content for LightHouse Weekly.

Participate in the Holman Prize team, providing corporate and individual support for an ongoing world prize for blind ambition.

**OTHER RESPONSIBILITIES**

* Manage individual and corporate giving through on-line and traditional means, including appeals, sponsorships, moves management, stewardship, and reporting.
* Develops warm, ongoing, and structured relationships with key donors and institutions including face-to-face meetings, small events, and repeated personal touches.
* Facilitates donor relationships with the CEO and key LightHouse executives
* Oversee grant management to maximize private and public (“contract”) grant funding, including development of proposals, timely and accurate narratives, pre-and post-surveys, and required financial reporting
* Manage LightHouse’s Legacy Society and publicize multiple tax-friendly ways to obtain planned giving donations, including CRT’s, donor-advised funds, gift annuities, in-kind donations, and more
	+ Manage development events hosted by LightHouse or third parties
	+ Develop innovative and compelling materials, both printed and electronic, and on social media
* Originate and implement a strategy of frequent donor touches to increase engagement through social media and storytelling
* Serve as primary staff coordinator of Board fundraising initiatives. Works with directors individually and as a group to stay active in agency fundraising
* Develop and oversee department budget.
* Communicate regularly with the Finance department on budget issues, trends, and analyses
* As part of LightHouse’s Executive Leadership team, collaborates with all vice-presidents on agency goals, initiatives, and help guide long-term strategic priorities

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee as these may change at any time with or without notice.

**PHYSICAL REQUIREMENTS:**

* Ability to safely and properly use common office equipment
* Ability to sit at a desk and perform computer-intensive work for long periods of time; operate standard office equipment and basic AV systems for screen and audio presentations
* The ability to work at offsite locations, including visits to key donors, foundations, corporate partners, and fundraising events, including occasional overnight stays at Enchanted Hills Camp
* Willingness to be fingerprinted and complete a background check, including Livescan
* Willingness to complete a TB test
* Ability to work in a fast-paced environment with changing priorities and demands

LightHouse is an equal opportunity employer. The Lighthouse’s Equal Opportunity statement can be found here**:** [**https://lighthouse-sf.org/about/careers/**](https://lighthouse-sf.org/about/careers/)

**WHO WE ARE:**

LightHouse has an audacious mission – to transform the lives of the 40,000-blind people in the greater Bay Area and beyond. We do this through tech design, disability advocacy, consultation, classes, and community formation in San Francisco, our four satellite offices and Enchanted Hills Camp in Napa. We are a fun, fascinating, widely diverse, warm, and friendly community. We work in downtown San Francisco in a 40,000 square foot state-of-the-art workspace renowned for its universal design, steps from Civic Center BART. LightHouse is working for nothing less than to change the future for blind people and the wider community.

Within a five-minute walk are the world headquarters for Twitter, Uber, Dolby, Zendesk and many other tech giants. Within three blocks are all the principal buildings for Northern California’s federal, state, and local government. Also, in our neighborhood are many theaters, San Francisco Symphony and Opera, the Asian Art Museum, and dozens of other key cultural anchors of the entire Bay Area.

The successful candidate will join a unique organization in which blind and sighted professionals work together at every level. Our governing Board of Directors, management and staff are all composed of roughly equal numbers of blind and sighted people, a parity unprecedented in our field.

Founded in 1902, LightHouse for the Blind and Visually Impaired provides skills, resources, and community for the advancement of all individuals who are blind or have low vision. Our innovative programs have been featured in 60 Minutes, the New York Times, and the Wall Street Journal and beyond. The blind community comes to LightHouse to learn how to travel independently with a white cane, to rejoin the workforce, use accessible technology, and meet a community of mentors and peers. From unique tactile maps to an unparalleled camp for blind campers, to a world prize for blind ambition, LightHouse offers programs unavailable elsewhere

**Learn About Us:**

**LightHouse for the Blind and Visually Impaired**

**1155 Market Street, 10th Floor**

**San Francisco, CA 94103**

[**www.lighthouse-sf.org**](http://www.lighthouse-sf.org)

**Employee Benefits:**

The LightHouse offers a rich package of benefits, including medical, vision and dental insurance. Employees are eligible for an employer-matched 401(k) plan and subsidized health club membership, among many other perks.

**Compensation:**

Depending on Experience; “industry competitive”

**How to Apply:**

After reviewing the complete Job Description located at our website at: [https://lighthouse-sf.org/about/careers/](https://lighthouse-sf.org/about/careers/senior-executive-assistant/), please complete 1) an application as well as a 2) cover letter and 3) résumé as word processing attachments, (no PDFs please).

Please send those word documents to hr@lighthouse-sf.org. Please include the job title in the subject line. We will not consider videos or hyperlinks to online profiles. Due to time constraints, we will only respond to complete submissions. Thanks for your understanding.