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LIGHTHOUSE JOB ANNOUNCEMENT

POSITION: **Development Officer**

REPORTS TO: Development Manager, Individual Giving

LightHouse for the Blind and Visually Impaired, headquartered in downtown San Francisco, is looking for a .80 FTE **Development Officer** to fill a valued role in our growing organization.

**Role Overview:** Over the years, LightHouse has increasingly benefitted from Planned Gifts. This funding stream is critical to the long term sustainability of the organization. The Development Officer will focus on estate donations and increasing memberships into the LightHouse Legacy Society. The Development Officer will support the planning, launch and maintenance of a 2020 Capital Campaign to rebuild Enchanted Hills Camp for the Blind. We have just begun to rebuild camp after the devastating wildfires of 2017 destroyed half of the onsite structures.

Working closely with and reporting directly to the Development Manager, the Development Officer serves as a primary fundraiser for the organization. In concert with the entire fundraising team the Development Officer will help design, implement, evaluate and refine multiple development activities with an emphasis on estate planning and capital fundraising.

**Qualifications:**

* Bachelor’s degree or higher.
* At least three years’ experience in nonprofit fund development office.
* Relationship management and major gift cultivation skill set.
* Proven success in capital campaign gift cultivation.
* Microsoft Office Suite and Raiser’s Edge donor database proficiency.
* Know the blindness community – or if not, are fully prepared to research, get acquainted and interact
* Development is a small, agile team where each individual is expected to think creatively, produce steadily and be prepared to manage concurrent deadlines.
* **This is an ideal position for a passionate and talented fundraising professional who is a master networker, seeking to utilize and grow their skills.**

**Job Responsibilities:**

* • Work to maximize new planned giving agreements and increase planned giving revenue in accordance with departmental metrics.
* Identify, cultivate, solicit and steward prospective planned giving donors.
* Align with the Development Manager of Individual Giving to evaluate donors in preparation for solicitation.
* Draft all ongoing Planned Giving correspondence and marketing collateral - review and refine with Development Manager on a regular basis.
* Collaborate with colleagues in a fast-paced Development Office to maximize total gift revenue from individual donors..
* Manage a portfolio of planned giving and capital campaign prospects.
* Create an Estate Planning and Giving Guide.
* Schedule, plan and co-host all planned giving events.
* Build a strong pipeline of Planned Giving prospects through direct solicitation, in-person meetings, email, phone calls, handwritten correspondence and events.
* Meet weekly with Development Manager.
* Collaborate with communications team and program staff to determine organizational priorities and formulate strategies to identify planned giving prospects.
* With Development Manager, actively segment, revise and review our donor mailing list.
* Assist in creating compelling collateral packages (brochures, press, photos and short videos) that showcase organizational funding needs..
* Design, implement and review strategies for consistent engagement of Planned Giving/Capital Campaign Donors.
* Align with Development Manager and Raiser’s Edge database coordinator to evaluate donor giving histories and prioritize steps to determine giving capacity and implement moves management strategy.
* Co-lead tours at EHC for Camp Campaign prospects. Prepare detailed giving reports and donor bios to review with the Development Manager.
* In concert with Development staff, coordinate Planned Giving cultivation, Capital Campaign and donor recognition events.
* Develop knowledge of programmatic priorities in order to effectively convey organizational needs and funding opportunities directly to donors.
* Other duties as assigned

**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 of the principal building 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, 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:**

Please submit a cover letter and résumé in word processing document attachments (no PDFs please) and employment application, to hr@lighthouse-sf.org, including the job title in the subject line. The full job description is available here: <http://lighthouse-sf.org/about/careers/>.