

# Lutheran Braille Workers

## Director of Development Position:



**LUTHERAN  
BRAILLE  
WORKERS**

**Status:** Full-time

**Lutheran Braille Workers** exists to show the love of God to people with visual disabilities and to bring them into a growing relationship with God. We do this by engaging some 3,500 volunteers in over 120 Work Centers throughout the United States who joyfully produce over 100,000 volumes a year of Braille and specialized Large Print Bibles and Christian literature.

Lutheran Braille Workers is the largest Christian ministry in the world that provides Braille and specialized Large Print Bibles **free of charge** for the visually impaired. Thanks to the army of volunteers and thousands who financially support this ministry, Lutheran Braille Workers is able to place the Word of God into the hands of the blind and visually impaired at no expense to them.

### Position Description:

Lutheran Braille Workers (LBW) is seeking an experienced manager and fundraiser to join the leadership team in this new position at LBW. This individual will report to the President and is responsible for leading and managing all aspects of LBW's comprehensive development/advancement program. The Director will provide leadership to systematically and effectively strengthen the organization's overall fundraising capacity. The Director's primary objective is designing and implementing the strategic and tactical fund development plan and taking responsibility for its success.

The Director of Development provides leadership and operational management for fund raising, donor development and donor relations. This position also works closely with the President and other staff leaders, and the Board of Directors to identify and put the ministry activities into project format to effectively present to donors. The Director of Development is responsible for developing strategic plans, capabilities and specific initiatives to ensure the organization has the appropriate resources to support projected growth over a multi-year horizon.

The Director of Development is responsible for meeting agreed-upon fundraising targets and leading development efforts by building an annual giving program that will include but not be limited to major gifts, corporate and foundation support, special events, and other giving options as identified through the annual planning process; with an emphasis on building relationships with key donors. The Director of Development oversees marketing, branding, public relations, advertising and other fundraising specific communication initiatives.

### Roles & Responsibilities:

#### Design & Deliver LBW Donor-Centric Strategy

- Lead and develop a sophisticated fundraising strategy with LBW's Senior Management.
  - Develop a compelling case for support.
  - Build a functional development infrastructure grounded in research, systems, best practices, and service to LBW's community.
  - Identify budgetary needs and strategies for existing and potential LBW funding resources.
  - Develop and produce regular reports for Senior Management that synthesize fundraising activities and progress toward goal.

- Develop and implement an annual giving program
- Work with individual donors, foundations, and corporations to build relationships and garner significant support for LBW
- Build solicitation, cultivation and stewardship strategies for all constituent groups.
- Support volunteer fundraising leadership team.
- Research, write, and coordinate grant projects. When necessary, build relationships with funder representatives and officials.
- Conduct database audit and institute policies, procedures, and quality control measures to ensure ongoing data integrity.

#### Annual Giving Campaign Lead & Donor Relations

- Develop keen annual campaign strategy to ensure LBW meets growing annual budgetary needs.
- Establish and oversee the implementation of fundraising goals and strategies to expand the donor base and deepen relationships and support from current Donors.
- Implement a consistent stewardship, recognition, and acknowledgement program for donors.
  - Oversee donor recognition, gift acknowledgements, and grant administration.
  - Maintain all internal documentation and tracking of campaigns and LBW supporters.
- Maintain and deepen existing donor and sponsorship relationships through regular, moves management plan through relevant communications and stewardship.
- Promote a relationship-centric culture.

#### **Position Qualifications:**

- Bachelor's degree required; advanced degree and professional certification desirable.
- At least 5 years of professional development experience in progressively responsible positions.
- Demonstrated success leading a development/advancement program for nonprofit, constituent/member based organization.
- Personal achievement in nurturing donors, raising major gifts of \$5,000 and above and successful experience leading major funding campaigns.
- A dynamic, energetic and visible leader, with the ability to motivate, energize, inspire the respect of others, and create a culture of collaboration, teamwork for results.
- A member in good standing within the Lutheran Church-Missouri Synod.

**Send Resume to:** Lutheran Braille Workers, Inc.  
 PO Box 5000  
 Yucaipa, California 92399  
 E-mail: [revdennis@LBWinc.org](mailto:revdennis@LBWinc.org)

The above listing is a full-time position with benefits through Concordia Plan Services.  
 (See [www.concordiaplans.org](http://www.concordiaplans.org) for benefit details: The Church's Plan.)  
 For more information on Lutheran Braille Workers, please visit: [www.lbwinc.org](http://www.lbwinc.org)