



The mission of Lafayette House is to provide compassionate, empowering services to heal the effects of domestic violence, sexual assault and substance use disorders.

HOW TO APPLY:

Send resume and cover letter to:
Susan Hickam, Executive Director
SusanHickam@lafayettehouse.org

ABOUT THE ORGANIZATION:

Founded in 1978, Lafayette House provides services for more than 1,000 adults and children each year in southwest Missouri. We offer residential and outpatient treatment for substance use disorders, and emergency shelter and support services for families experiencing domestic or sexual violence. With offices in Joplin and Neosho, Lafayette House is a leader in both victim services and gender-specific substance use disorder treatment.

POSITION SUMMARY

The Development Director is responsible for developing, implementing and achieving the organization's fundraising goals and strategies. This includes engaging donors and volunteers by leveraging key relationships and contacts within the community. The Development Director also implements both internal and external communications activities, including public relations, marketing materials, donor engagement materials and social media.

General Responsibilities

- Create and implement an annual development plan that includes events, funding appeals, grants, and communications.
- Manage grants calendar to ensure timely submissions of grant applications and reports.
- Facilitate agency public relations and marketing activities including internal and external communications; web site; social media; marketing materials; etc.
- Coordinate donor relations efforts with Executive Director and Board Development Committee including ongoing communication and gift solicitation for operating, capital and endowment funds.

- Ensure the provision of a volunteer program that includes the recruitment, training and retention of qualified volunteers.
- Manage data input into fundraising software, gift acknowledgment and appropriate tax documentation.
- Supervise the prevention/education department and other customer service functions.

Qualifications

1. Minimum of a Bachelor's degree in Marketing, Public Relations, Communications or a related field.
2. 5 years nonprofit fundraising and or marketing experience.
3. Excellent, proven communication skills.
4. Grant writing experience.

Essential Knowledge, Skills, and Attributes

1. Must be knowledgeable about the issues addressed by the agency including trauma, substance use disorders, domestic violence and sexual assault.
2. Must possess a high level of computer skills, with experience in CRM database management, and knowledge in MS Office software applications including Word, Excel, Publisher and Power Point.
3. Must be able to customarily and regularly exercise discretion and independent judgment in significant matters.
4. Must be able to relate with empathy and sensitivity to staff, clients and the community.
5. Must be able to work independently.
6. Must be able to effectively manage staff.
7. Must demonstrate the ability to effectively function as a Lafayette House team member.
8. Must demonstrate the ability to effectively manage multiple tasks concurrently.
9. Must possess and demonstrate exceptional communication and organizational skills.