Mission

Deliver a holistic, integrated continuum of learning and care to equip our at-risk citizens step to their highest potential.

Position Title

**Development Officer**

Objective

Reporting directly to the President/CEO, this individual will be responsible to develop multiple systems of messaging and contacting potential sustainable donors and donor base via both corporate, trusts, funds, both private and public in nature; to assist the President in setting up opportunities, and is presenting to potential donors, and in maintaining relationships with the donor base. The goal is to accelerate the process and to facilitate expansion objectives of the services of this relatively new and very unique educational and support program aimed at financial sustainability and dignity for the beneficiaries. It has been reported authentically that the Life Learning Center combined educational curriculum paired with continuum of care is the only such model for service to the at risk in the USA.

Accountability

Development Officer reports directly to the President.

Position Function & Principal Activities

1. Support the President as to design, lead, cause and manage comprehensive Resource Development Strategic Plan for effective fundraising.
2. Support the President to establish and implement the infrastructure needed to support a growing annual budget through the solicitation of major, annual and endowed gifts from individual and corporate donors, special events, and foundation support.
3. Develop strategy to involve larger scale donors, but also to manage on-line fundraising platform.
4. Work closely with the President and other staff members to prepare and deliver presentation materials to external audiences.
5. Research opportunities for corporate, foundation, and other grants, developing and executing all grant proposals and grant reporting.
6. Lead, manage, monitor and analyze fundraising data and provide regular monthly reports to the President.
7. Support Donor Stewardship activities, inclusive relationship with donors via providing consistent information on the Center outcomes.
8. Work closely with the President in managing Public Relations for Life Learning Center.

*The ideal candidates are those exhibiting the following:*

* *A deep passion for the philosophy, vision and mission of Life Learning Center, and for service to the less hopeful.*
* *High energy and self-starter with clear ability to understand the big picture/strategy.*
* *Ability to strategically plan and execute direct marketing, social media and fundraising campaigns.*
* *Business acumen with focus on sales skills.*
* *Attention to detail and exceptional organizational abilities; results driven.*
* *Excellent verbal and written communication with emphasis in social media.*
* *Excellent people skills.*
* *Strong leadership skills with extensive knowledge on the local region.*
* *Ability to manage multiple projects simultaneously.*
* *Ability to lead and work with multi-functional teams.*
* *Strong evidence of successful fiscal and operational management.*
* *Evidence of significant community relations and marketing skills.*
* *Desire to grow.*
* *Long term perspective.*

Salary commensurate with experience, acumen, and overall results.

Submit your resume online to [info@lifelearningcenter.us](mailto:info@lifelearningcenter.us) attention: Alecia Webb-Edgington, President.