



Director of Outreach and Development Job Description

Summary:

In close consultation with the Executive Director, this individual is responsible for coordinating and actively expanding Lynn House's Outreach and Development program. This program includes running campaigns for annual giving, major gifts, and planned giving; cultivating and maintaining donor and grantor relationships; and keeping our field informed about Lynn House through newsletters and other communications.

Work Performed:

1. Begins each day having spent appropriate time in individual prayer and study and in prayer for Lynn House.
2. Develops and cultivates relationships with potential donors and foundations, including major gifts prospects.
3. Maintains and deepens relationships with existing donors.
4. Works closely with the Executive Director and Executive Board to develop fundraising goals and strategies that align with Lynn House's mission and values.
5. Monitors and analyzes fundraising data.
6. Coordinates with the Administrative Assistant to oversee the monthly giving (Sustainer) program, including periodic review of participants and all related correspondence.
7. Oversees annual charitable giving "Matching Challenge" campaign.
8. Provides information to the field annually for Estate Planning and other Planned Giving opportunities.
9. Drafts correspondence to the Christian Science field as needed.
10. In consonance with other administrative personnel, writes and provides creative and artistic ideas and direction for Lynn House publications, including website, newsletters, flyers, letters to the field, brochures, and other mailings.
11. Conducts outreach to the Christian Science community that may include traveling, giving talks and cultivating relationships throughout Washington, DC, Virginia and Maryland, as well as parts of Delaware, West Virginia, Pennsylvania, and New Jersey.
12. In coordination with other administrative personnel sets up events, special meetings, church luncheons, etc.

Qualifications:

1. Must be a member of The Mother Church and one of its branches or societies. Class instruction from an authorized teacher of Christian Science strongly preferred.
2. Must have a demonstrable understanding of Christian Science and an appreciation of Christian Science nursing and Lynn House's mission.
3. Must have a broad education, with a college degree strongly preferred.
4. Must be personable and have strong writing and public speaking skills.
5. Should have previous business-related experience, preferably in fundraising.