



Chief Philanthropy Officer, LIFESPAN Services Inc. Position Description

If you are ready to make a lasting difference in someone's life, if being part of something greater than yourself is a priority, and if your career goals include having a job you can be passionate about and serving the greater good, LIFESPAN invites you to be part of our Leadership team. LIFESPAN is searching for an organized, innovative, results-oriented, donor-focused professional to step into the role of Chief Philanthropy Officer.

Organization Overview

[LIFESPAN Services, Inc.](#) (“LIFESPAN”) is a North Carolina 501c3 that employs just under 500 Ambassadors who provide a wide array of life-changing services, on a daily basis, to more than 1,000 individuals across 25 counties in eastern and central North Carolina. LIFESPAN’s [mission and vision](#) is to illuminate the abilities of children and adults with lifelong disabilities by providing education, employment and enrichment opportunities to live, work and play in their communities. We focus on the interests of each individual we support to ensure their well-being, dignity and right of choice.

Position Overview

As **Chief Philanthropy Officer**, you will provide leadership and oversight of all development strategies and activities of the organization. This includes creating, planning and managing successful initiatives in areas such as major gifts, planned giving, grants, annual giving, and special events. You will be a member of, and work with, the [LIFESPAN Stewardship Team](#) to steer the course of the organization.

Essential Responsibilities and Duties

Fundraising and Development

- Manage portfolio of major gift prospects with active donor plan development including acknowledgement, stewardship plans, recognition and dedication events.
- Create, lead and measure effectiveness of donor relations and processes for development initiatives for targeted groups.
- Collaborate and engage in program initiatives through prospect development, fundraising and event development.
- Lead, coordinate and attend fundraising events.
- Work with LIFESPAN’s grant writer and operations team to develop and lead corporate grant proposals and submissions.
- Assist and collaborate in process improvement and development for the organization.

Leadership and Outreach

- Manage, supervise and lead the LIFESPAN Development Team.
- Work with the President/Chief Ambassador of Empowerment and LIFESPAN Stewardship Team to establish a strong and solid development philosophy for the organization along with Strategic Vision Goals.





- Create strong rapport with and solicit support from LIFESPAN [Board of Directors](#).

Operations and Communications

- Maintain effective development systems and record-keeping procedures to track current and prospective donors and accurately report all fundraising income.
- Prepare, monitor, and manage the annual development budget and LIFESPAN Annual Report.
- Align development-related communications with the organizational brand and provide ongoing evaluation of key messaging as it relates to development activity.
- Comfort setting up and facilitating donor meetings both in-person and virtually.

Other Responsibilities and Duties

- Assist in the completion of special projects and assume other appropriate duties at the request of the President/Chief Ambassador of Empowerment.

Qualifications

- Possess an understanding and passion for the LIFESPAN Services Mission and vision, its programs, culture and core values.
- Exhibit strong organizational and process management skills.
- Minimum of a Bachelor's Degree; Master's Degree and relevant fundraising certificates are a plus (i.e., CFRE).
- 5-10 years of relevant professional experience; nonprofit management, fundraising and/or business development preferred.
- Proficiency with fund development databases (Blackbaud Raiser's Edge preferable).
- Ability to professionally represent the organization and mission of LIFESPAN to a wide variety of businesses, organizations, and individuals.
- Possess a broad knowledge of marketing strategies; social media knowledge preferred.
- Be results-oriented; exhibit exceptional interpersonal skills.
- Possess and manifest exceptional leadership skills and characteristics.

Physical Demands

The work is primarily administrative in nature. Additional physical demands include event set-up and clean-up (e.g., moving tables, carrying boxes, hanging signs, etc.). Will lift no more than forty pounds independently.

Working Conditions

Work is primarily performed in an office setting that is adequate for performing the above job duties. Event duties are often off-site and require working outdoors in varying weather conditions.

Salary and Benefits

- \$90,000-100,000 annually, commensurate with experience
- Benefits include paid time off; medical, dental, vision, and life insurance; short- and long-term disability insurance; 403b retirement plan with employer match
- Sign-on bonus
- Company car provided





Applicant Instructions

- All inquiries and applications are to be directed to [PMA Nonprofit Leadership: search@pattonmcdowell.com](mailto:search@pattonmcdowell.com)
- Applications should include a cover letter, resume, and three professional references. The cover letter should not be the body of the email. All files should be saved with the applicant's first and last name and document type (e.g., Jane Smith cover letter; Jane Smith resume, etc.)
- Please indicate in the subject line the position and organization to which you are applying (i.e., Chief Philanthropy Officer, LIFESPAN)
- No phone calls or in-person visits, please
- Note that only those candidates invited to screening will be contacted

LIFESPAN Services is committed to a culture that inspires longevity, latitude, creativity, balance, and fulfillment. LIFESPAN Services is an equal opportunity employer.

