



SAINT LUKE INSTITUTE

8380 COLESVILLE ROAD, SUITE 300 · SILVER SPRING, MD 20910-6264 · 301-445-7970 · SLI.ORG

Director of Development, Full-Time

Saint Luke Institute is an international, nonprofit, licensed mental health treatment center dedicated to maintaining healthy mind, body, and spiritual lifestyles for clergy and religious. We are seeking a creative and energetic Director of Development with excellent communication and organizational skills. This is a full-time position reporting to the President/CEO.

RESPONSIBILITIES

- Develop and implement a comprehensive fundraising strategy in alignment with the Institute's mission and values that achieves revenue goals.
- Maintain and cultivate an on-going relationship with existing donors through personal engagement, planned giving, and participation in our annual benefit.
- Identify and cultivate new donors and major gift prospects.
- Plan and implement the annual benefit along with the planning committee managing the budget, vendors, communication, logistics, and volunteers.
- Maintain existing grant opportunities and relationships while researching new opportunities in collaboration with the Development Associate.
- Collaborate closely with the Director of Education and Communications to develop appropriate materials for print and digital platforms.
- Supervise the Development Associate, the integrity of our donor database and ensure the timely acknowledgement of all donations.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.

QUALIFICATIONS

- MA or MS from an accredited college or university preferred; Fund Raising Certification (CFRE) preferred.
- Five years of experience in nonprofit fundraising demonstrating proven results in donor stewardship and gift solicitation.
- Extensive knowledge of fundraising principles, ethics, and techniques, including major gifts, grants, direct mail, online contribution marketing and practices, and special events.
- Exhibit highly developed interpersonal, written, and oral communication skills.
- Strong leadership, management, organizational, project management and problem-solving skills.
- Demonstrated ability to work collaboratively with colleagues and board members while leading others.
- Commitment to the Institute's mission and values.
- Proficiency in CRM database management (DonorPerfect preferred) and MS Office 365.

- This role requires flexibility, tact, confidence and strong instincts for protocol and etiquette.
- Knowledge and/or relationships with Catholic funding and philanthropic organizations preferred.
- Speaking knowledge of Spanish helpful.

ABOUT THE POSITION

- We are a supportive work environment with numerous opportunities for engaging clinical work and professional growth. Our values of flexibility, strong work ethic and collaboration, as well as our recognition of the importance of work/life balance make Saint Luke Institute a desirable place to work.
- Benefits include medical/dental/vision insurance, a retirement plan with employer contribution, generous PTO, and on-site parking.
- We offer a competitive salary commensurate with experience.
- Remote work is negotiable.

Qualified candidates should send a cover letter and CV to resume@sli.org. Questions should be directed to the same email address. EOE.

Posted: April 2024