



## Director of Development

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**REPORTS TO:** National Leader / Executive Director

**LOCATION:** Remote, US-based

**DIRECT REPORTS:** Communications & Development Team

**CLASSIFICATION:** Full Time, Exempt

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**POSITION SUMMARY:** The primary responsibility of the Director of Development is to foster partnerships and donor relationships in the United States designed to secure philanthropic funding that furthers the mission and impact of L'Arche in the US and around the world. The role is accountable for the L'Arche USA functions of communications, foundation relations, prospecting, and donor cultivation in the United States, while working collaboratively with US L'Arche communities and fundraisers in other parts of the world. The Director of Development serves in leadership at L'Arche USA, sharing responsibility for strategic planning and daily operations. The role participates in L'Arche International collaborative fundraising and communication workgroups and initiatives.

### KEY ROLE RESPONSIBILITIES

Oversee all aspects of L'Arche USA's communications and fundraising functions, including the following expectations:

- Design and execute an effective fundraising strategy for L'Arche USA that meets goals and timelines established by leadership and the L'Arche USA Board. These strategies will encompass prospecting, the donor lifecycle, and foundation relationships.
- Design and execute an effective communications strategy rooted in storytelling and impact that supports public awareness, advocacy, fundraising and partnership goals.
- Prioritize inclusion and work to advance disability representation in organizational leadership and in the work of communications and development.
- Prepare and actively make solicitations for financial gifts and partnership investments at all levels.
- Prepare and support solicitations by the National Leader/ Executive Director as well as current and potential champions.
- Create, manage, and account for communications and development budgets, including forecasting income streams and tracking expenditures and revenue per established protocols.
- Provide accurate and timely reporting to the L'Arche USA Board and Finance Committee.
- Maintain knowledge of the philanthropic landscape and ways in which financial investments can work to address challenges and barriers facing adults living with intellectual and developmental disabilities in the US and around the world.
- Foster partnerships that further L'Arche USA's philanthropic and public awareness goals.

### KEY TEAM RESPONSIBILITIES

- Supervise communications and development staff, offering guidance, support and accountability while fostering competence and the ability to work independently.
- Oversee ongoing development and optimization of the donor database (Salesforce), in collaboration with L'Arche USA's Director of Evaluation and Impact.
- Work collaboratively with the Administration and Finance team to ensure timely recording of gifts and accurate reconciliations.
- Together with program and finance staff, ensure timely and accurate grant proposal submissions and grant reporting.
- Participate with National Team members in strategies to resource and support L'Arche communities in the United States as determined by the L'Arche USA strategic plan.

**Candidate Profile:** The next Director of Development at L'Arche USA has demonstrated effectiveness in a prior nonprofit fundraising position and can show results from successfully leading, designing, and executing fundraising strategy and communications. A track record of building authentic relationships across difference is critical, and appreciation for the mission and people of L'Arche is key to role satisfaction. Creativity and innovation are welcomed especially when balanced with attention to detail and follow-through. Excellence in writing and in developing effective presentations and speaking publicly are fundamental to success in the role. Prior L'Arche and Salesforce experience a plus, as well as experience working in a federated organizational structure. Familiarity with the [For Impact](#) fundraising model is helpful.

**Requirements:** Degree, coursework, or equivalent work experience in nonprofit management, fundraising, and/or leadership. Demonstrated ability to plan and execute strategy with a high level of independence and reliability in accomplishing the responsibilities of the position. An understanding of the purpose and function of a donor data management system and the willingness to use it on a daily basis required. Must find satisfaction in work that is completed in partnership with others as well as that produced independently. Must be comfortable working across languages and nationalities in a highly relational culture and within a federated organizational structure.

**Terms:** Fully remote position with a remote team. Some national overnight travel 3-5 times per year. Full-time, benefits-eligible, salaried position; permission to work in the U.S. will be verified. Base wage range \$85,000-\$95,000; actual wage based on qualifications and L'Arche experience. Send cover letter specific to this role along with resume to [lgiddings@larcheusa.org](mailto:lgiddings@larcheusa.org) by Jan 10<sup>th</sup> 2025.

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L'Arche USA acknowledges and honors the fundamental value and dignity of all individuals. We pledge to create and maintain an environment that respects diverse traditions, identities, and experiences as we work together to advance our common mission.

L'Arche is an equal opportunity employer and does not discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. L'Arche does not discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.