



LUBBOCK ENTERTAINMENT AND PERFORMING ARTS ASSOCIATION

DEVELOPMENT OFFICER

POSITION OPEN: February 19, 2019

The Development Officer of the Lubbock Entertainment and Performing Arts Association is responsible for overseeing the management and implementation of a comprehensive donor relations plan to assist LEPAA in reaching fundraising goals to support its mission. Other key duties include stewardship, donor relations and special events. This position reports directly of the LEPAA Executive Director and works closely with the LEPAA Board of Directors, Community Relations and Outreach Coordinator and consultants.

Job Responsibilities

- Develop and implement a successful and integrated donor relations and development program that strategically targets all levels of giving.
- Achieve annual fundraising goals including donor retention and cultivating new donors
- Create monthly fundraising reports for LEPAA Board.
- Coordinate and manage special events including grand opening events, galas, speaker series, campaign kick-off events and celebration events. Serve as staff liaison to event committees.
- Ensure donors are acknowledged and recognized to strengthen their financial support for LEPAA. Create innovative programs and projects to thank and steward donors.
- Ensure contractual benefits to donors are realized.
- Coordinate and implement strategic communications to donors in multiple mediums in a timely fashion. This could include social media sites, annual report to donors, e-blasts, year-end-reminders, endowment reports, gift acknowledgements, web pages, invitations, newsletter updates, fundraising campaign materials, and press releases.
- Supervise student interns and event staff as appropriate.
- Track donor activities in the established databases to enhance relationships and increase donor retention.
- Responsible for the review and control of all gift acknowledgments, including receipts, thank you letters, pledge statements and endowment reports.
- Work collaboratively with LEPAA staff, Board, consultants and committees.
- Adhere to LEPAA policies and procedures.
- Occasional public speaking and travel may be required.
- Perform other duties as assigned by the Executive Director.

Qualifications

Bachelor's degree required and a minimum of 5 years' experience in fundraising or constituent relations with a non-profit. Experience with Bloomerang or other CRM or donor management software a plus. Must convey a high degree of commitment and passion for the mission of LEPAA. Must have the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision. Must have excellent written and oral communication skills that are effective with a diverse range of audiences including board members, volunteers, internal staff, donors, executives, potential funding partners and all constituents. Must have strong computer skills and ability to become proficient in relevant software, with proficiency with core social media platforms in a workplace setting.

Submit resume and references via email to michelle@lepaa.org.