



**LathamCenters**

*Passage to a brighter future*

## **Director of Advancement**

Reporting to the Vice President of Advancement, The Director of Advancement is responsible for developing and managing a comprehensive strategy to increase annual giving to Latham Centers. This position will focus on annual unrestricted gifts from individuals, businesses, foundations, and current and past Latham Families. The Director of Advancement supervises an Advancement Officer and is a senior-level, highly visible role at one of Cape Cod's largest non-profits. Latham Centers is nationally accredited and a world leader in the residential treatment of children and adults with complex special needs, including Prader-Willi syndrome. This position offers a unique opportunity to advance Latham Centers' mission and directly impact the lives of the children, adults, and families we serve while working in a dynamic Organizational Advancement department. Based in Yarmouth Port, MA, on beautiful Cape Cod, this position encourages and rewards creativity. Latham offers a hybrid schedule and an exceptional employee benefits plan, including childcare and tuition reimbursement, a 403b retirement plan, and generous vacation and personal time.

### **Job Description**

#### Qualifications

1. bachelor's degree or equivalent experience in marketing, communications, or non-profit fundraising.
2. Five+ years' professional experience in non-profit fundraising, including in-person solicitation.
3. Experience managing and marketing engaging fundraising events and managing volunteer committees.
4. Familiar with donor database platforms or CRM platforms and peer-to-peer fundraising platforms.
5. Outstanding oral, written, interpersonal, and verbal communication skills with the ability to produce creative and effective development and public relations materials.
6. Experience working with graphic designers and event vendors.
7. Flexible and agile – able to work independently and in a team environment with limited supervision. Ability to juggle many tasks, deadlines, and personalities gracefully and efficiently.
8. Understands professional code of conduct and ethical donor/volunteer relations standards.
7. Grant writing and research experience are a plus.

### **Essential Functions**

1. Collaborates with the Vice President of Advancement to create an annual financial resource development plan.
2. Support and supervise Advancement Officer.
3. Identifies, cultivates, and solicits annual fund donors, event sponsors, and in-kind donors.

4. Plans and executes annual events, including the Latham Charity Golf Classic, Spring Road Race, and cultivation events. Shares responsibility in achieving projected revenue goals.
5. Provides oversight for raffle and auctions, including solicitation and volunteer committee management
6. Collaborates with the Vice President of Advancement to research grant funding, prepare proposals, and steward relationships with grant funders.
7. Attends and supports volunteer event committee meetings and issues timely follow-ups and updates.
8. Some evening and weekend events and committee meetings.