



## OPEN POSITION: Development Director

**APPLY BY**  
August 26, 2016



## Lott Industries Seeks Development Director

**The Development Director (DD)**, in partnership with the CEO and the Board of Directors, is responsible for designing and executing the overall fund development vision and strategy to provide for the current and future needs of Lott Industries Incorporated.

### ABOUT LOTT INDUSTRIES

People with developmental disabilities can be viable, productive members of the community's workforce. Lott Industries has been making that statement a reality for 60 years.

First incorporated in 1956, Lott Industries gained national recognition in 1990 when it became the first employment program for persons with disabilities to receive the prestigious Ford Motor Company Q1 Award. It wasn't long before Lott became a tier one supplier for the auto industry.

Today, dozens of businesses utilize Lott's almost 200,000 square feet of production floor and its steady, well-trained workforce for labor-intensive assignments such as light assembly, packaging, sorting, and secure document destruction. Additionally, Lott helps businesses in Lucas County with staffing needs at their own locations and, in partnership with the Lucas County Board of Developmental Disabilities, provides job coaching and training to individuals seeking employment at community-based locations. Lott Industries also operates the Shared Lives Studio, where artists learn skills and create art for display and sales.

**REPORTS TO:**  
CEO

**LOCATION:**  
Toledo, Ohio

**HOURS:**  
Full-time salaried position

**COMPENSATION:**  
Commensurate with experience,  
full benefits package provided.

**APPLY BY:**  
August 26, 2016

**TO APPLY:**  
Please submit cover letter (with salary requirements) and resume in one attachment by end of day August 26, 2016 to:

**Kate Smith**  
Senior Advisor  
Aly Sterling Philanthropy  
[kate@alysterling.com](mailto:kate@alysterling.com)

*Only applications submitted via email  
will be accepted*



# Development Director

**LOTT INDUSTRIES**

**APPLY BY**

**August 26, 2016**

## Core Responsibilities

1. Responsible for designing and executing the overall fund development strategy including the following core initiatives: Events, Annual Fund, Grants, Major/ Capital Gifts, and Planned/Endowment Gifts.
2. Responsible and accountable for meeting the annual fundraising financial target goals, including the monthly Key Performance Indicators (KPIs) associated with these goals.
3. Responsible for all donor cultivation, solicitation and recognition, including creating a key prospect list, submitting detailed monthly activity reports and specific moves management strategies and progress updates. This includes the development of an annual donor recognition event and the enforcement of policy and protocol.
4. Enhances the Lott Industries brand within the community. Cultivates and develops key community relationships. Represents Lott at community events and fulfills speaking requests.
5. Maintain records of all past and current donor activity. Oversee stewardship effort including preparing acknowledgements of giving, thank you notes, and tax documentation.
6. Responsible for grant cultivation and the oversight of grant prospecting, writing and reporting.
7. Responsible for the development of a Planned Giving Program, for purposes of increasing the perpetual support for the organization's programs, services and endowment. This would include the creation of an advisory committee, related policies and procedures, program events, marketing and educational materials.
8. Responsible for the development of an innovative Corporate Partners Program.
9. Acts as lead staff liaison to the board's Development Committee.
10. Specific to campaign support and volunteer leadership roles, consistently seeks to build relationships with board and staff members, volunteers, community partners and donors. Develops systems to encourage board involvement in annual fund solicitation, personal giving and donor recognition. Is expected to attend all events and be active in relevant community initiatives.
11. Responsible for the evaluation, creation and leadership of tertiary giving programs and societies.
12. Is expected to develop healthy and productive relationships with all internal stakeholders and departments. Should look towards creating more effective and efficient system sharing of information, case successes and financial/ outcome data. Is responsible, along with the leadership, to advance and grow an internal culture and commitment to philanthropy.

*The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.*

## POSITION REQUIREMENTS:

- Bachelor's degree from an accredited college or university required.
- 5 years demonstrated fund development experience required.
- Excellent written, verbal and interpersonal skills.
- Highly organized, creative and a self-starter.
- Computer literate; knowledgeable of and experienced with donor software systems and Microsoft Office products such as Outlook, Word, Excel, PowerPoint.
- Must possess skills necessary to efficiently plan and implement activities within policies and procedures; maintain positive working relationship; respect rights of others; demonstrate initiative and accept accountability; effectively manage time and communicate and respond to inquiries in a timely manner.
- Should be accessible for meetings before and after normal work hours as necessary.



[lottindustries.com](http://lottindustries.com)