



## DEVELOPMENT MANAGER

### Who We Are:

Lions Vision Services (LVS) was created by the Lions Clubs of South Carolina in 1969 and exists today to empower the under-served blind and visually impaired in South Carolina to live safe, meaningful, and fulfilling lives. LVS offers a range of programs and services to low-income South Carolina residents in all 46 counties who apply for need-based financial assistance with obtaining eye exams, eyeglasses, affordable eye surgeries, and vision technology. Free vision screenings are provided to promote early detection and correction of vision impairments. Each spring LVS hosts a Blind Fishing event and throughout the year manages quarterly meetings of the Palmetto Vision Alliance.

We partner with a robust statewide network of ophthalmologists, anesthesiologists, surgery centers, optometrists, low vision doctors, and other nonprofit organizations to provide these services. These partnerships result in LVS clients receiving a significant discount on services, leveraging every \$1 raised into \$4 in the value of services provided.

Our vision is a vibrant community in which preventable blindness is eliminated, the blind and visually impaired have the resources necessary to live fulfilling lives, and public perception recognizes the potential and dignity of every blind and visually impaired person. We are an organization pursuing rapid and sustained growth to meet the burgeoning and urgent demand for vision health services in South Carolina. Our core values are empathy, community, growth, accountability, and curiosity. We encourage all applicants to read [our definitions of these values on our website](#) *before applying* to gain a better understanding of our organization's culture.

Currently LVS is headquartered in Columbia, South Carolina. This job is a full-time hybrid position with 3 or more days of remote work available. Statewide travel including weekly trips to the HQ, regular in-person meetings, some weekends, and after-hours events are required.

### Position Summary:

The Development Manager (DM) fosters a culture of philanthropy within the organization and provides essential leadership in key fundraising functions within LVS, promoting donor-centric operations in all aspects of their work. **The DM must be passionate about our work, a good communicator, easy to work with, competent and organized, smart enough, and willing to ask.**

The DM is chiefly responsible for managing a robust grants program securing \$175,000+ annually in grant funding from an array of corporate and community foundations throughout the state. Regular travel to, presentation at, and participation in Lions Club events throughout South Carolina will be required.

The DM reports directly to the President & CEO and regularly works with the Executive Vice President (EVP) when coordinating programmatic requests and financial reporting. It is LVS's hope that the right candidate will facilitate the growth of this position into a senior fundraising role in 3-5 years.

## Primary Responsibilities:

### **Fund Development**

- Serve as the primary contact and relationship manager for 25+ active and 35+ potential grant making entities who support LVS through annual grant funding initiatives.
- Meet regularly with current and potential grantors to report progress on projects, gauge alignment with grantor goals and LVS initiatives, and attend community events hosted by grant making entities. Strengthen LVS relationships with staff and key decision makers at grant making institutions.
- Prepare and submit all LVS grant proposals and reports, often balancing multiple competing external deadlines.
- Assist in the generation of reports utilizing a Results Based Accountability (RBA) framework that focuses on outcomes.
- Solicit and steward all current event and corporate sponsors for LVS events. Identify new potential sponsors and increase the number of engaged corporate partners.
- Regularly attend and present at Lions Club meetings and activities, soliciting Club Contributions and individual gifts from South Carolina Lions.
- Prepare and present customized proposals for potential funders. Ensure timely acknowledgement, stewardship, and reporting of impact.
- Assist in the routine cleanup and management of CRM data in the CharityProud database. Increase the functionality and reliability of CharityProud reports. Increase the integration of CharityProud with MyLCI reports.

### **Community Relations and Communication**

- Promote awareness of all LVS programs and serve as an effective ambassador for LVS to the community.
- Assist in the development and disbursement of educational material on LVS programs.
- Assist the President & CEO with drafting and preparing cross-channel social media posts that adequately reflect the institutional voice.
- Be an active member of a local Lions Club and a local AFP Chapter.

### **Compliance and Best Practices**

- Ensure LVS maintains compliance with all laws, ethical standards, and industry best practices in all departments with effective systems to monitor ongoing compliance, especially the AFP Code of Ethical Standards and Donor Bill of Rights.
- Promote transparency and confidence in all LVS operations.
- Demonstrate initiative in identifying and addressing needs within your delegated responsibility.
- Perform other miscellaneous duties as assigned.

### **Programs, Operations, and Financial Management**

- Coordinate funding proposals – including programmatic outcomes, budgets, and geographic priorities – with the CEO & EVP.
- Maintain a current and working knowledge of programmatic needs and pursue alignment of those needs with potential funders.

## Qualifications:

### **Required**

- Alignment with and enthusiasm for the LVS mission and core values – a love for serving others.
- Ability to think critically and analytically to solve problems as they occur, anticipate future challenges, and take initiative within your delegated responsibilities.
- Bachelor's degree from an accredited institution of higher education.
- 2-5 years of grant writing and fundraising experience in the nonprofit sector.
- Familiarity with Microsoft 365, CRM systems, and other various business software – a high adaptability to new technology.
- Ability to interact with clients, donors, volunteers, healthcare providers, and others in a positive, uplifting manner.
- Excellent verbal and written communication skills – a general proactive approach to communication and adaptability to a range of communication preferences.
- Rigorous attention to detail and goal-oriented organizational skills to manage multiple projects, competing priorities, deadlines, and a fast-paced environment while maintaining thorough records.
- Valid driver's license and access to reliable transportation – ability to travel regionally within South Carolina as needed. Weekend and after-hours events will be required.

### **Preferred**

- Proficiency/experience in Charity Proud. Please note *any* experience with CRM systems.
- CFRE certification and/or advanced degree in fundraising/nonprofit management.

## Competencies:

- Results Orientation – sets stretch goals and strives to achieve goals.
- Concern for Quality – carefully prepares materials and monitors accuracy.
- Teamwork – fulfills commitments to team members timely, reliably, and efficiently.
- Service Awareness – responds to donor requests in a timely and professional manner.
- Analytical Thinking – breaks down concepts, issues, and problems into their component parts; analyzes the costs, benefits, risks, and chances for success in decisions.

## Compensation and Benefits:

- The DM position has a starting salary of \$50,000/year and is a full-time salaried non-exempt position, paid bimonthly on the 15<sup>th</sup> and the last business day of every month.
- Health Insurance – 100% employer paid for employee (available after 90 days).
- Dental/Vision – 100% employer paid for employee (available after 90 days).
- Simple IRA plan with 3% match (available after 6 months).
- 12 paid holidays per year.
- Paid time off – 10 days after 3 months for first year of employment.
- Separate paid sick leave and bereavement, including allowances for mental health needs.
- Separate paid maternity and paternity leave.
- 3+ days/week of remote work after orientation period.

- Professional development plan and budget (including funding for dues in a local Lions Club, Together SC, AFP, SC Planned Giving Council, and/or CFRE support).

Application Process:

**Interested, qualified applicants should send a 1-page cover letter, their resume, and at least 3 references (2 professional, 1 personal) in a single PDF to [resume@lionsvisionservices.org](mailto:resume@lionsvisionservices.org) with “Development Manager Application” in the subject line by January 15, 2023. Applicants may also send one sample of an original piece of fundraising writing if desired.**

Applications will be received until the position is filled.

**LVS is an equal employment opportunity employer.**