



**Job Title:** Philanthropy and Community Advancement Associate

**Position Type:** Full-time exempt

**Salary Range:** Salary commensurate with experience

**Benefits Package:** Medical, Dental, Vision, Life Insurance, 401K, Short-term Disability, PTO, company paid holidays

**Reports to:** Executive Director

**ORGANIZATION:** Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 14-25 located in downtown Duluth, MN. Focusing on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth who are homeless or at risk of homelessness to overcome poverty, trauma, mental illness, low educational achievement and joblessness to transition to independent living.

**SUMMARY:** Reporting to and in partnership with the Executive Director, the Philanthropy and Community Advancement Associate will lead fundraising and community engagement efforts to sustain and expand philanthropic and community support for Life House. Manages all components of fundraising and public relations efforts including, but not limited to: annual giving, grant writing, major individual and corporate gifts, and special events. Provides assistance with organizational marketing, communications and community outreach.

### **FOCUS AREA DUTIES AND RESPONSIBILITIES - Philanthropy and Community Advancement**

#### **Associate:**

- Lead and manage annual development plan in partnership Executive Director, with overall philanthropy efforts to sustain an annual budget of \$2.9 million.
- Cultivate and nurture relationships with current and potential foundations, corporate and individual sponsors, which may include site visits, reporting, etc.
- Evaluate and implement special events to expand individual and corporate giving capacity.
- Research public and private grant sources (i.e. government agencies, corporations and foundations) to identify sources of restricted and unrestricted funding
- Manage grant funding database such as grant proposal deadlines and updating funding status.
- In partnership with the Directors, write compelling large grant proposals.
- Evaluate trends in philanthropy as well as the response and retention patterns of Life House's individual and corporate giving.
- Engage with Life House's individual donor base; manage annual and planned giving campaigns; cultivate major gifts.
- Cultivate relationships with businesses, government entities, and community organizations to advance organizational strategic goals.
- Identify and oversee opportunities for volunteers to engage with Life House including service projects and in-kind donations.
- Maintain engagement with the community through email blasts/newsletters, news releases, public services announcements, etc.
- Attend and participate in trainings and community events related to philanthropy; network with funders, business leaders, and fundraising professionals in the Duluth community and beyond.
- In association with the Executive Director, develop and manage Board of Directors fundraising capacity.

**Other duties and responsibilities:**

- Dedicate on-going attention to personal professional development through professional reading, conference and seminar attendance, membership in professional organizations, etc.
- Participate in Life House team trainings and management meetings; assist with other Life House program coverage as necessary.
- Perform other duties as may be assigned by Executive Director.

**QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor of Arts required, Masters of Arts preferred

**Qualifications:**

- Fundraising and development experience
- Demonstrated excellence in organizational skills and attention to detail
- Strong computer skills: proficient in Microsoft Office suite, knowledge of donor and member tracking databases
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage donor relations
- Strong partnership-building and event planning skills
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Ability to pass a criminal background check

**Certificates, Licenses, Registrations:** Valid Minnesota Driver’s License and proof of auto insurance

Position is full-time exempt. Work schedule requires occasional evening and/or weekends. In addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Life House.

Life House provides equal employment opportunity to all qualified individuals without regard to race, creed, color, sexual orientation, gender identity or expression, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. Life House encourages individuals with diverse backgrounds and members of the LGBTQ community to apply.

To apply send application, cover letter, and resume to address or email below. Position open until filled to:

Life House  
Attn: Human Resources  
102 W 1st Street  
Duluth, MN 55802

or

Email  
Subject: Philanthropy Associate  
hr@life-house.org