



The Public Affairs Research Council of Louisiana

PAR Seeks Director of Development

OVERVIEW OF POSITION

The Public Affairs Research Council of Louisiana (PAR) is seeking a Director of Development to lead fundraising programs for the nonprofit, non-partisan educational public policy organization. The Director of Development will be a vital part of PAR's leadership team who can take the organization to its next stage of development, fulfill its strategic plan and excel at pursuing PAR's mission.

RESPONSIBILITIES

General fundraising duties

- Help our members and donors accomplish their philanthropic goals through a relationship with our organization
- Assume the primary role for PAR's fund development activities including prospect identification, grant writing, special events, and membership retention and acquisition strategies
- Organize and manage corporate sponsorships, major gifts, special projects and membership appeals
- Identify and connect funders to PAR's programs, initiatives, products, services and research, and education projects, as appropriate
- Write and edit grant and major gift proposals, correspondence and solicitations, and assist with creating development collateral
- Manage intentional relationship-building activities from engagement to stewardship in preparation for endowment growth and a future capital campaign
- Manage systems and software to track and cultivate donors and prospects, including our CRM

Special Events

- Take the lead role in fundraising for PAR's annual conference and luncheon, including presenting and table sponsors
- Research potential new sponsors and maintain updated prospects in database
- Develop and raise funds for new PAR events

Grant development

- Cultivate private grant opportunities among state and national foundations and corporations
- Maintain strong contacts with grant makers

- Track and meet grant and donor timelines and requirements for full compliance with deadlines and reporting

Relationships

- Establish ongoing relationships with major donors
- Collaborate on major gift strategies with the PAR President and Board of Directors
- Develop and maintain major gift portfolios
- Work with the Membership & Development Committee of the Board of Directors to develop strategies to initiate and meet fundraising goals
- Assist the Board with maintaining major donors and soliciting new donors and members
- Seek opportunities and provide guidance to improve and publicize PAR's image

SKILLS & QUALIFICATIONS

- Nonprofit fundraising experience
- Strong communicator
- High ethical standards
- Proven ability to build professional relationships
- Demonstrated persistence
- Clear and organized writer and planner
- Efficient event organizer
- Strong data management skills
- Contacts with state and national fundraising sources, or knowledge of them
- Experience with an educational or public policy organization
- Familiarity with state public policy issues
- Experience with donor and member record management systems

The position offers flexible hours, a congenial work environment and the advantage of working with a venerable organization for an important and worthwhile cause. The position is supported with clerk assistance in maintaining donor records and mailings. PAR encourages professional development and provides paid membership in the local chapter of the Association of Fundraising Professionals.

PAR is an independent voice offering solutions to crucial issues for the betterment of Louisiana through accurate, objective research and focusing public attention on those solutions. Founded in 1950, PAR is a 501(c)3 nonprofit, independent public policy research organization with a statewide scope of impact. PAR has Board of Directors members, organization members and donors throughout Louisiana. Its office is in downtown Baton Rouge.

Cover letters and resumes should be sent to Robert Travis Scott, President, by **February 3, 2020**.

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www.parlouisiana.org