### Position: Chief Advancement Officer

**Department:** Advancement  
**Schedule:** Full-time, Exempt  
**LNI:** 8810 – Clerical Office Employees - NOC  
**Pay Range:** $90,000 - $115,000 DOE

### Position Description:

The Chief Advancement Officer (CAO) leads Lighthouse Mission Ministries’ (LMM) fundraising, donor relations, marketing, and communication efforts to advance the organization's mission. This executive role provides strategic oversight and execution of all philanthropic initiatives, ensuring financial sustainability and effective engagement with donors, churches, businesses, and the community. The CAO oversees the Advancement team, fostering a culture of generosity, stewardship, and Christ-centered service.

### Compensation & Benefits:

LMM offers a **competitive compensation package** that includes the following benefits:

* **Paid Time Off (PTO):** 120 hours to start, with accrual thereafter.
* **Paid Holidays:** 12 paid holidays annually.
* **Medical, Dental, and Vision Insurance:** Comprehensive employer-sponsored plans available to employees.
* **403(b) Retirement Plan with Employer Match:** LMM matches up to 5% of employee contributions.
* **Employee Assistance Program (EAP):** Confidential support services for personal and work-related concerns.
* **Life Insurance & Disability Coverage:** Employer-sponsored options available.
* **Paid Training & Professional Development Opportunities.**
* **Education Reimbursement Program.**
* **A Christ-centered workplace focused on mission-driven impact.**

For full details, please visit our [website](https://thelighthousem.wpenginepowered.com/wp-content/uploads/2025/02/Lighthouse-Mission-Ministries-Benefit-Guide.pdf).

### Responsibilities:

* Develop and implement a **comprehensive $5M+ annual fundraising strategy** to secure financial support through direct mail, online giving, continuity giving (sponsorships), individual donors, major gifts, grants, corporate sponsorships, and planned giving.
* Cultivate and steward **relationships with major donors, churches, and business partners** to secure financial commitments aligned with LMM’s mission.
* Oversee and enhance **LMM’s donor engagement** program, ensuring consistent communication and retention efforts.
* Partner with the **CEO, Board of Trustees, and key stakeholders** to advance major fundraising initiatives, including capital campaigns.
* Develop and oversee a **strategic communications plan** that effectively tells the story of LMM’s impact across print, digital, and social media platforms.
* Lead brand development, **public relations efforts**, and production of key publications, including annual reports and donor updates.
* **Supervise and mentor** the Advancement team, fostering a collaborative and accountable work environment.
* Ensure compliance with **ethical fundraising practices** and nonprofit regulations.
* Strengthen and expand **relationships with churches and faith-based organizations** to increase partnership and engagement.
* Represent LMM in **community engagement activities, public speaking events, and donor meetings.**
* **Embrace and use LMM’s grace-based accountability philosophy.**
* **Any other job duties as assigned.**

### Organizational Relationships:

* This position is part of the **Executive Leadership Team**, working alongside the **CEO, Chief Program Officer, Chief Infrastructure Officer, and Chief People Officer** to provide strategic direction for LMM.
* Works independently and collaboratively with other team members.
* Represents LMM to vendors, donors, churches, and outside agencies in the course of daily work.
* Reports directly to the **Chief Executive Officer (CEO).**

### Qualifications:

* Agreement with the Lighthouse Mission’s **Statement of Faith** and adherence to the **Life & Personal Covenant**, as outlined in the Employee Handbook.
* A passion for serving Jesus and making the Gospel known through mercy ministry. The successful candidate will have an active church/prayer life.
* **3-5 years of experience** in nonprofit fundraising, donor relations, or a related field, with at least **5 years in a leadership role.**
* Bachelor’s degree in **nonprofit management, business administration, communications, or a related field** (relevant experience will be considered) (Master’s preferred).
* Proven track record of **securing major gifts** and leading successful fundraising initiatives.
* Strong leadership and **team-building skills** with the ability to mentor and develop staff.
* Experience in **marketing, public relations, and strategic communication.**
* Excellent written and verbal **communication skills.**
* Proficiency with **donor management software and CRM systems** (e.g., DonorPerfect, Salesforce, or equivalent).
* Knowledge of **Washington State nonprofit laws** and best practices in fundraising and philanthropy.
* **Ability to successfully pass pre-employment background screenings.**

### Physical Demands and Environmental Conditions:

* Standing 10%; walking 10%; sitting 80%; ability to walk up and down stairs as needed. A stand-up desk will be provided, allowing flexibility between sitting and standing throughout the workday.
* Medium to heavy lifting, up to 50 lbs.
* Both inside and outside activities regardless of weather. (Seldom outside)
* Ability to rapidly deal with emergency situations.

### Faith & Mission Alignment:

* Must align with **LMM’s Statement of Faith** and actively demonstrate Christian values in **all** aspects of the role.
* Must be committed to **advancing the Gospel** and demonstrating Christ-centered love and service to donors, staff, and the community.
* Engage in **prayer and biblical leadership**, both personally and in the workplace, fostering an environment of faith and integrity.

### Equal Opportunity Employer

Lighthouse Mission Ministries is both an equal-opportunity employer and a faith-based religious organization. Consistent with our mission and applicable laws, we do not discriminate in our employment practices based on race, color, national origin, sex, age, disability, or veteran status. As permitted by law, LMM reserves the right to employ only those who affirm and adhere to our Statement of Faith and Life & Personal Covenant. Lighthouse Mission Ministries does not discriminate in its employment practices or in the administration and dissemination of its programs and services. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e-1(a)), Lighthouse Mission Ministries has the right to, and does, hire only candidates who agree with the Lighthouse Mission **Statement of Faith**.

[www.thelighthousemission.org](http://www.thelighthousemission.org/)

PO Box 548 | Bellingham, WA 98227 | 360.733.5120