



Job Description: Director of Development at Second Light

Position Title: Director of Development

Location: Wichita, Kansas

Reports To: Executive Director

Be the Light That Inspires Generosity

Are you a bold, relationship-driven fundraiser ready to turn generosity into transformation? Second Light is seeking a Director of Development with the vision, courage, and heart to build meaningful partnerships that fuel life-changing work for individuals experiencing housing insecurity. This role goes beyond raising funds - it's about inviting donors into a mission that restores dignity, stability, and hope. You will collaborate closely with the Executive Director, Board of Directors, and community partners to grow philanthropic support for a first-of-its-kind, multi-agency center in Wichita, Kansas. If you are energized by building trust, confident in making the ask, and inspired by the impact of bold generosity, we want to hear from you.

Position Summary: The Director of Development is responsible for planning, organizing, and coordinating all fundraising activities for Second Light, including major gifts, special events, planned giving, annual fund, mini campaigns, and capital campaigns. This role works closely with the Executive Director, Board of Directors, and foundation members to build sustainable philanthropic support and advance the mission of the organization.

The ideal candidate is a bold, relationship-driven fundraiser who thrives on connecting people to purpose, is energized by making the ask, and brings both strategy and follow-through to the work of raising significant funds.

About Second Light

Second Light is a community-driven initiative designed to provide comprehensive services and support for individuals experiencing homelessness.

Going beyond being a temporary safe place and shelter, Second Light is a one-stop resource hub that brings together multiple service providers offering wrap-around support to individuals that help them take the next steps towards healing and housing.

Second Light provides shelter and connects people with services across mental health, healthcare, substance use recovery, housing, and employment - all under one roof. Our mission is to empower each guest with the tools and support they need to move toward stable housing and long-term well-being.

Position Responsibilities

General Fundraising & Leadership

- Develop a comprehensive organizational fund development strategy and process to implement a consistent, overarching fund development approach.
- Serve as the lead fundraising professional for the organization.
- Make public appearances and presentations on behalf of the organization.
- Work closely with the Executive Director, Board of Directors, and foundation members to advance fundraising goals.
- Provide guidance and support to board members related to donor engagement and solicitation.
- Work closely with an external fundraising consultant.
- Perform other duties as requested.

Fundraising Operations

- Oversee prospect research and donor profile creation.
- Manage and oversee the fundraising database.
- Oversee the creation of fundraising collateral materials, social media content, and video assets in collaboration with marketing and communications.

Major Gifts

- Grow the major gifts program within **24 months**.
- Implement identification, cultivation, solicitation, and stewardship strategies.
- Initiate and lead donor meetings and solicitation conversations.

Planned Giving

- Build and grow a planned giving program.
- Conduct face-to-face donor meetings and small group training to educate and engage potential planned giving donors.

Annual Fund

- Build and grow an annual fund.
- Collaborate with marketing to create fundraising materials and launch a coordinated social media campaign.

Mini Campaigns

- Plan and execute mini campaigns for targeted organizational needs (e.g., technology, programs, or capital improvements).
- Lead strategy, launch, execution, and completion of each campaign.

Capital Campaigns

- Direct capital campaigns as needed, in collaboration with leadership, board members, and consultants.

Qualifications:

- Bachelor's degree or equivalent four-year degree, preferred.
- Minimum of **4 years** of professional fundraising experience.
- Demonstrated understanding of the four steps of fundraising: identification, cultivation, solicitation, and stewardship.
- Strong interpersonal and relationship-building skills.
- Ability to connect with, motivate, and collaborate with staff, board members, and volunteers.
- Self-starter with a results-oriented mindset.
- Proven ability to initiate donor visits and fundraising calls.
- Highly organized with personal systems for impeccable follow-through, acknowledgements, and gift closure.
- Member of the Association of Fundraising Professionals (AFP), or willing to become a member.
- Commitment to adhere to AFP Professional Standards of Ethics.
- Strong alignment with and commitment to the mission of Second Light.
- Demonstrated knowledge of Wichita Metro Area.

Key Qualities of an Effective Fundraiser

- **Passion:** Genuine belief in the mission and ability to inspire others
- **Excellent Communication:** Clear, compelling, and persuasive storytelling
- **Relationship Builder:** Trust-centered, donor-focused approach
- **Likeable & Approachable:** Warm, positive, and easy to engage
- **Resilient:** Comfortable with rejection and persistent in pursuit of goals
- **Creative:** Brings fresh ideas to donor engagement and campaigns
- **Organized:** Strong planning, tracking, and execution skills
- **Integrity:** Honest, transparent, and donor-centered
- **Networked:** Builds and nurtures relationships with individuals, businesses, and foundations
- **Adaptable:** Adjusts strategies based on results and feedback
- **Team Player:** Collaborates effectively across staff, board, and partners
- **Courageous & Bold:** Willing to ask for stretch gifts and confidently pursue major funding opportunities

Compensation: Commensurate with experience

Benefits: To be negotiated

Work Schedule: Monday-Friday but will require flexibility for regular evening or weekend commitments.

Application Process: Interested candidates should submit a cover letter, resume, and three professional references to jobs@secondlightwichita.org by **March 20, 2026**. Position will remain open until filled. *For any questions regarding the position or application process, please use the same email address.*

Equal Opportunity Employer: Second Light is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences.