

**LIFESPACE COMMUNITIES  
JOB DESCRIPTION AND SPECIFICATION**

<b>Job Title:</b>	<b>FOUNDATION DIRECTOR</b>
<b>Department:</b>	<b>Foundation Department</b>
<b>Status:</b>	<b>Exempt</b>
<b>Reports To:</b>	<b>CEO</b>

Lifespace Communities Corporate Office located in Des Moines, Iowa is seeking a Foundation Director to serve as the first Director of the Lifespace Communities Foundation. Together with the Board of Directors and the Executive Leadership Team, this Director will play a significant leadership role in shaping the philanthropic strategies and operating procedures for the Foundation. This is an exciting opportunity for a nonprofit professional to work with a committed board and well-resourced organization to lay the groundwork to expand and develop the future strategies for the Lifespace Foundation.

The Foundation Director will be responsible for the leadership and direction of all fundraising, marketing, budgeting, and communications. They will assist in securing funding for the foundation through on-going programs and events and collaborate with both the Executive Leadership Team and the Executive Directors at each of the communities.

Lifespace Foundation's Mission is to provide financial support for the charitable purposes of Lifespace Communities, and its operating and affiliate retirement communities by encouraging its retirement community residents, families and other interested parties to contribute, on a tax-deductible basis, financial support to the Lifespace Communities Foundation in the form of memorials, bequests, life insurance proceeds, residency agreement refunds, retirement plan proceeds and planned giving through such vehicles as charitable remainder trusts, charitable gift annuities and charitable lead trusts all for the benefit of the residents living in the respective Lifespace Communities retirement communities.

**Primary Purpose and Job Function**

- The Foundation Director will serve as the first Director of the Lifespace Foundation. Together with the Board, Executive Leadership Team, and Executive Directors at each of our communities, this Director will play a significant leadership role in shaping the philanthropic strategies and operating procedures for the Lifespace Foundation. This will be an exciting opportunity for a nonprofit fundraising and foundation professional to work with a committed board and well-resourced organization to lay the groundwork to expand, develop and take our foundation to the next level.
- The ideal candidate will have significant experience leading the strategy for an existing or new foundation, preferably within a non-profit and/or senior living organization. This role will be a very visible and public role throughout the enterprise and our twelve communities across the United States. This Director will serve as the spokesperson for the Lifespace Foundation's initiatives, goals and programs. It is also expected that the communities Executive Director's will play an active role in supporting the foundation's strategy.
- Design, organize, develop and implement all Lifespace Foundation Programs, including an annual appeal and grant.
- Write annual appeal and grant proposals and reports for government agencies, foundations, and corporations.
- Establish and maintain budgets in collaboration with finance staff and leadership team.
- Maintain and develop relationships with funders.

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- Write and oversee direct mail, marketing and communications to support on-going and annual appeals.
- Maintain content of Lifespace Communities website regarding the Foundation and establish relationship and expectations with current vendors and contract resources.
- Lead, support and manage project specific capitol improvement drives.
- Ensure consistent and on-going support and resources to allow for continued success with memorial and honorary giving.
- Manage the current scholarship programs giving campaigns at the community level.
- Conduct prospect research to ensure strong pipelines to support various campaigns.
- Design, execute and manage marketing and communications including press releases, brochures, e-newsletters and annual reports.
- Perform other related duties as assigned.

**Position Requirements**

- Bachelor's Degree is required.
- Minimum of ten years experience in development, marketing and communications, preferably in a non-profit fundraising or grant environment within Senior Living or an affiliation with the elderly or aging adults.
- Demonstrated success in a leadership and strategy role in a foundation where the annual giving expectations were greater than 1M annually.
- Successful proven history of working in an enterprise with remote locations where virtual leadership and solid communication and execution were critical success factors.
- Ability to work effectively with all levels of the enterprise, including Executive Director's, line staff, corporate leaders including (VP Marketing, VP Human Resources, CFO, COO and CEO).
- Outstanding written and oral communications skills required.
- Strong computer skills required including Microsoft Office Suite and fundraising databases and websites.
- Ability to work independently and assume responsibilities to follow through on all assignments.
- Ethics and Confidentiality – Maintains a high level of ethical behavior and practices and actively enforces resident and donor confidentiality rights.
- Moderate travel will be required as needed to work on-site with our communities to ensure programs are designed and implemented to meet Lifespace Foundation goals and expectations. May also require travel to various training and seminars.

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**How to apply:**

Please send cover letter with resume to:

Lifespace Communities

Attn: Joey Leonhardt, VP Human Resources

100 E. Grand Avenue Suite #200

Des Moines, IA 50309

E-mail: [joey.leonhardt@lifespacecommunities.com](mailto:joey.leonhardt@lifespacecommunities.com)

To find out more about Lifespace Communities and Lifespace Communities Foundation visit our web site at [www.lifespacecommunities.com](http://www.lifespacecommunities.com)