

Lambs Farm

Director of Development



Position Overview

Lambs Farm is seeking a strategic, relationship-driven leader who brings clarity, discipline, and heart to our fundraising efforts. This role is ideal for a development professional who is a frontline fundraiser and skilled at engaging new and existing donors, building trust with families and community partners, and stewarding relationships.



A key highlight of this opportunity is Lambs Farm's Give to Grow Capital Campaign, supported by professional campaign counsel. The Director of Development will have the chance to learn and lead within a campaign environment, helping shape strategy, strengthen donor-ready messaging, and participate directly in cultivation, solicitation, and stewardship alongside the CEO, board, and campaign partners.

About the Opportunity

Success in this role requires a balance of high-level planning and hands-on execution. The Director of Development must be equally comfortable managing a major gifts portfolio, shaping compelling donor messaging, strengthening data and CRM practices, and leading a team with clarity and accountability. A disciplined project manager with excellent follow through, this leader must ensure that donor interactions, events, and campaigns are executed with attention to detail and complete professionalism.

Above all, the Director of Development must embody Lambs Farm's values. They must consistently interact with donors, families, and community partners with respect, transparency, and a deep commitment to the adults and families the organization serves.

The role has on site presence aligned with organizational priorities and donor engagement needs, allowing flexibility based on the demands of the work.



DIRECTOR OF DEVELOPMENT

About Us

Based in Libertyville, Illinois, Lambs Farm is a vibrant, mission-driven community dedicated to helping people with developmental disabilities lead productive, happy, and meaningful lives. Founded in 1961, Lambs Farm began as a small pet shop on Chicago's State Street that hired individuals with developmental disabilities to care for the animals and run the business. The success of that shop and the overwhelming interest from prospective employees led to the creation of our 72-acre campus in Libertyville, Illinois, where Lambs Farm continues to grow today.

Lambs Farm supports participants' personal growth through comprehensive residential and employment services. More than six decades later, Lambs Farm remains a place where people choose their own paths and are supported every step of the way. Participants build skills, hold meaningful jobs, explore new interests, and live with increasing independence, all within a community that celebrates dignity, purpose, and possibility.



Why Join the Lambs Farm Team

Lambs Farm fosters a collaborative, mission-driven culture where staff work closely across programs and departments to support participants and families. For our staff members, one of the best parts of their jobs is seeing the Lambs Farm mission play out in day-to-day life.

As a part of our team, you will see the mission in action, build relationships that last, and help sustain programs that support adults with developmental disabilities. This role offers close partnership with a dynamic President and CEO, meaningful engagement with donors and community leaders, and the chance to strengthen fundraising systems in a way that supports long-term stability.



■ Primary Duties and Responsibilities

Fundraising Strategy and Execution

- Lead the \$1.9 million unrestricted revenue plan; build and manage an annual plan with monthly/quarterly targets across individual giving, corporate/foundation, gala, golf outing, and family giving
- Manage a major gift portfolio using disciplined moves management from identification through solicitation and stewardship
- Direct corporate and foundation fundraising with clear pipelines, proposal calendars, and reporting in partnership with internal stakeholders
- Partner with campaign counsel to advance the Give to Grow Capital Campaign
- Support planned giving by identifying prospects, engaging donors, and coordinating with advisors
- Drive event fundraising results for gala and golf outing (sponsorships, donor strategy, table/ticket strategy, stewardship) and support committees/staff on execution
- Strengthen stewardship systems, including timely acknowledgments, impact reporting, and consistent donor contact plans

CEO Partnership and Donor Relationship Development

- Serve as a primary fundraising partner to President & CEO Kathy Buresch, aligning donor strategy, meeting objectives, and next steps
- Prepare the CEO for donor engagement with concise briefs (contact history, objectives, roles/talking points, and recommended next actions), document outcomes, and provide follow-up plans after meetings
- Represent Lambs Farm with warmth, professionalism, and consistent follow-through

Board and Committee Support

- Staff and support fundraising-related committees by providing thoughtful agendas and materials, clear meeting management, and effective follow-up
- Help board members serve as effective fundraisers by providing coaching and practical tools
- Leverage board relationships to identify and connect with potential new prospects
- Support campaign committee work as needed, including volunteer coordination and donor strategy alignment
- Establish and oversee implementation of strategies that make board engagement easier (e.g., prospect lists, contact scripts, meeting prep, and clear next steps)





■ Primary Duties and Responsibilities

Development Operations and CRM Management

- Maintain accurate donor records
- Build systems for segmentation, solicitation planning, stewardship actions, and communications lists
- Ensure consistent CRM use through clear workflows, data hygiene standards, and team routines

Team Leadership

- Lead a three-person development team (development assistant, manager of corporate and foundation relations, donor database administrator)
- Evaluate team structure and recommend adjustments to strengthen effectiveness and accountability
- Set clear responsibilities, priorities, and performance expectations; implement goal-setting and execution systems to drive results
- Coach and develop team members while supporting autonomy and ensuring timely decisions
- Build strong cross-functional relationships and coordinate across programs and businesses to support donor engagement and accurate impact storytelling

Communications, Stewardship, and Community Presence

- Strengthen donor-facing communication through clear messaging and skilled writing and editing of appeals, letters, and stewardship updates
- Coordinate with marketing and communications staff to ensure materials are accurate, timely, and donor-ready
- Build relationships with civic groups and community partners across Lake County and the North Shore
- Cultivate trust and communication with families to ensure that their voices are represented in communications and stewardship

■ Essential Qualifications

- Bachelor's degree or equivalent experience
- Five to seven years of progressive fundraising experience, including frontline major gifts and portfolio management
- A track record of meeting or exceeding fundraising goals, including major gift closes and sponsorship revenue
- Experience building and managing core fundraising systems (moves management, stewardship cadence, and annual development planning)
- Success advancing both unrestricted and restricted giving priorities (e.g., capital, program investments, designated gifts)
- Event revenue experience, including sponsorship strategy and donor engagement
- Corporate and foundation fundraising experience, including planning, proposal writing, and reporting
- CRM proficiency: Raiser's Edge preferred or comparable CRM experience with the ability to learn quickly
- Strong written and verbal communication skills, including donor messaging, proposals, stewardship materials, and public speaking
- Ability to represent the disability/nonprofit field with credibility and to communicate program impact clearly to donors and community stakeholders



Desired Personal Characteristics

- Strong emotional intelligence, reliability, and good judgment
- Warm, professional presence and clear communication style
- Collaborative working style, with the ability to work autonomously
- Commitment to Lambs Farm's mission and the adults and families the organization serves



■ Compensation and Benefits

The salary range for this position is \$95,000 to \$105,000, commensurate with experience and qualifications. Lambs Farm offers a comprehensive benefits package that includes vacation, personal and sick time, medical, dental, and vision, and retirement benefits.



Lambs Farm is an Equal Employment Opportunity employer, which does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, gender identity, marital status, or any other status protected by law. Lambs Farm is committed to providing an inclusive workplace where all employees are treated with respect.



■ Application Process

The search is being conducted by TWB Fundraising.

To apply, please submit a resume and cover letter via:
<https://bit.ly/twblambs>

Inquiries and questions will be held confidentially and may be directed to Heidi Waltner-Pepper, Senior Vice President, at hpepper@twbfundraising.com.

No calls, please.

