



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

DEVELOPMENT DIRECTOR

REPORTS TO: Executive Director

SUMMARY

The Development Director will be the primary person in charge of leading the fundraising plans and initiatives for the Executive Director. He/ she is responsible for developing, implementing and maintaining an integrated, strategic fundraising plan to broaden awareness of the mission and activity of WRMCSN and to strengthen the organization's mission across key stakeholder audiences.

ESSENTIAL FUNCTIONS

GENERAL RESPONSIBILITIES

- Actively participates in major gift solicitation. Builds strong donor relationships through cultivation and stewardship with individual, business, and foundation donors.
- Oversees entire communication strategy including; advertising, event marketing, partner relations, direct mail campaigns, website and online management, social media messaging and public relations/ media
- Delivers and presents impact reports and KPIs for Executive Director and Board of Trustees
- Responsible for CRM management, accuracy and utilization of technology
- Responsible for department budget and ensuring success in goals and objectives
- Assumes responsibilities for annual plans, budgets, reports, and evaluation and oversight of gift tracking systems; prepares annual development plan to corresponding budget outlining revenue and expenses; monitors progress against goals and produces monthly executive level reports.
- Direct successful fundraising events and ensure new prospects from event participation are identified and cultivated.
- Prepare and submit grant applications and manage reoccurring grants and retention by ensuring timely impact reporting to all funders.
- Manage and help develop new income initiatives

STRATEGIC PLAN MANAGEMENT

- Responsible for developing three-year strategic fundraising plan that includes income diversification
- Set annual goals for all aspects of the Annual Fund, including the Annual Giving Campaign, Development Events, and Private Grants
- Develop and implement a comprehensive, written, Annual Fund development plan
- Direct Annual Fund cultivation, solicitation, and stewardship activities

- Produce reports evaluating Annual Fund strategies and progress on a regular basis
- Project and manage Annual Fund expenses
- Plan and direct capital campaign initiatives

EDUCATION AND EXPERIENCE

- Bachelor degree required (preferably in communications, marketing or related field.)
- Proven record of successful major gift solicitation and grant acquisition.
- Demonstrated ability to write strategic communications pieces for an organization, including press releases, newsletters, social media content, etc.
- Public speaking and presentation skills required.
- CFRE preferred.
- Intermediate to Advanced Microsoft Office computer skills. Proficient in, Bloomerang or similar database management software and social media web platforms.

SKILLS & QUALIFICATIONS

Character Expectations and Requirements

- Personal relationship with Jesus Christ as Lord and Savior with a desire to serve in missions.
- Customer Service - demonstrate the ability to respond with a high degree of urgency to the needs & requests of others, internally and externally. Understand the impact of their work on others.
- Understand safety policies and actively promote safe practices in the workplace.
- Maintain constructive relationships and demonstrate respect for everyone.
- Deal constructively with conflict and focus on the situation, issue or behavior and not on the person by diffusing situations before conflicts arise, resolving conflicts directly and actively promoting and gaining cooperation from others.
- Accurately provide and receive information in oral and written communications.
- Consistently provide ideas, opinions, or information in an articulate, professional way.
- Actively listen to others and demonstrate understanding of other points of view.
- Willingness and ability to adjust to changing conditions or priorities.
- Take the initiative to identify and act on problems and lead by example.
- Consistently make decisions that resolve problems.

Talent and Skill Requirements

- Delegate effectively without abdicating authority.
- Expert level written and verbal communication skills
- Demonstrated leadership abilities and strategic thinking.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Ability to prioritize big picture ideas and execute into tangible actions.

- Highly resourceful team-player, with the ability to also be extremely effective independently
- Demonstrated ability to present effective and compelling messages to individuals, groups and the public.
- Strong interpersonal skills and an ability to work with a diverse variety of individuals.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights exceeding 25 pounds.

Ability to work on a computer and phone for at least 50% of the day.

Travel: Ability to drive to and from volunteer activities mostly in the metro area but occasionally throughout WRMCSN's service area.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME / EXEMPT

POSITION: Development Director

DEPARTMENT: Partner Relations

REPORTS TO: Executive Director

SUPERVISES: Event Coordinator

STATUS: Full Time/ Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Monday through Friday with evenings and weekends as required

HOURS: 8:30AM to 5:00PM
