



Job Description: Development Director

Job Title: Development Director

Under the general supervision of the Executive Director, will assure appropriate availability of funds to underwrite the budget of BsideU for Life (the "Ministry"). This position is a full-time, exempt position.

Qualifications:

1. Expresses full agreement with the Ministry's statement of Faith and Mission Statement.
2. Complies with the policies and procedures of the Ministry.
3. Is dependable, stable, and capable of following through on commitments.
4. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
5. Respects confidentiality.
6. Has a willingness to maintain current education on the issues of abortion, infanticide, post abortion stress syndrome, abstinence, and other pro-life issues, as well as the operational activities of the Ministry to discuss them with donors.
7. Has a willingness and ability to travel locally and nationally (if required) and willingness to work both day and evening hours and limited weekends. A vehicle and valid driver's license are required.
8. Computer proficiency, including Microsoft Office. Sufficient comfort and ease in learning fundraising software as needed.
9. Ability to plan and organize work in a time efficient manner.
10. Self-starter who tends to details, possesses oral and written communication skills, and has a desire to acquire knowledge to facilitate the planning and implementation of fundraising tactics and strategies.
11. Marketing experience to market to donors about events and other ministry needs. Ability to manage and communicate with marketing vendors.
12. Management experience sufficient to manage two staff members and multiple volunteers and interns.
13. Problem solving abilities and resilience to overcome event day issues quickly.
14. Creative thinker to always find new avenues to raise funds and awareness.

Responsibilities:

1. Manage Annual Fund, Major Gift Program, Planned Giving Program,* and Events through:
 - a. Identifying and cultivating new donors, volunteers and support connections through personal networking and monthly tours.
 - b. Making personal visits and calls to donors and potential donors.
 - c. Giving presentations and making asks.

* Through PhilanthroCorp, not internally/independently managed.



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- d. Maintain existing donor relationships by: Planning and managing all donor-related correspondence, including appreciation calls/letters/emails/occasion cards/note cards, year-end appeal, and managing pledge reminder and acknowledgement programs, secure help from staff, volunteers and interns.
 - e. Manage development team (Event Planner/Development Assistant, Database Manager, volunteers) in day-to-day activities and event planning efforts.
 - f. Involve Executive Director in foregoing as necessary and prudent.
2. Board Relations: Develops fundraising training for Board members and other leadership volunteers; assumes responsibility for all Development related reports to the Board and other agencies, including Board Development Plans, Get/Give totals and activity report card. Attends Board meetings. Assists the Board with recommending and researching potential new members.
 3. Plan and manage fundraising campaigns and activities.
 4. Assist in creating and promoting all fundraising programs and related materials, including solicitation and promotional materials.
 5. Manage donor marketing (including print, radio and social media ads and posts, email blasts, bi-monthly e-newsletter).
 6. Recruit and train volunteer fundraising leadership and team members.
 7. Conduct or arrange for development training as needed.
 8. Remain educated and aware of advancements and changes that are pertinent to raising money within the community, to the organization's mission and programs, and to the development profession, join AFP and/or FREML.
 9. Forecast and evaluate potential fundraising campaigns and activities.
 10. Oversee maintenance of donor database, including accuracy of data input, coordination and reconciliation of donation information with regular financial reporting, maintaining applicable reports and quality control, work with bookkeeper for any auditing needs.
 11. Write or manage all grant requests with input from Executive Director.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.

Signature

Date