

**Position: Director of Development**

This is a staff position accountable to the Executive Director

**Duties and Responsibilities**

1. Collaborate with the Administrative Council and Executive Director to create a fund development plan which increases revenues
2. Foster an understanding of philanthropy within the organization
3. Implement fund development plans in accordance with ethical fundraising principles
4. Oversee the planning and execution of special fundraising events
5. Monitor and evaluate all fundraising activities to ensure that the goals are being met
6. Develop and manage timelines for fundraising activities to ensure strategic plans and critical processes are carried out in a timely manner
7. Monitor trends in the region and adapt fundraising strategies as necessary
8. Prepare and submit grant applications to generate funds for the organization
9. Identify and develop corporate, community and individual prospects for the fundraising priorities, and strategize donor visits
10. Oversee the administration of a donor mailing list and contribution database which respects the privacy and confidentiality of donor information
11. Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
12. Coordinate the design, printing and distribution of marketing and communication materials for development efforts
13. Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities
14. Monitor and analyze budget reports on fund development and recommend changes as necessary
15. Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

**Qualifications****Professional**

1. Bachelor's or Associate's degree.
2. Active participant in a Christian congregation.

**Personal**

1. Constant in prayer and willingness to grow through Bible study
2. Be an individual of faith who lives out the gracious and forgiving love of God as shown to us through Jesus.
3. Scrupulously ethical and honest in all business dealings.
4. Strong interpersonal skills, ability to work in a team environment, excellent written and oral communication skills required.
5. Outgoing personality; have a passion for young adults including college and international students.
6. Possess a positive attitude that sees opportunities and challenges rather than problems.
7. Ability to coordinate, delegate, and facilitate.