



DEVELOPMENT DIRECTOR

POSITION DESCRIPTION

Status: Full-time, 36 hours per week

Report to: Executive Director

OBJECTIVE OF POSITION:

The Director of Development connects people with a mission worth getting excited about: *serving moms and saving babies*. This person turns big ideas into fundraising plans, builds lasting relationships, and creates events and community connections that inspire generosity. From coffee with a donor to a church visit or a packed fundraising dinner, they help individuals, businesses, churches, and ministry partners see how they can make a difference, and invite them to jump in. The goal? Grow the support that fuels our work today and opens doors for what's next.

ORGANIZATION MISSION:

Women think abortion is the only way out of an unplanned pregnancy. We provide the help and hope local women need to choose life for their baby.

KEY CHARACTERISTICS:

- 1. Passionate Christ Followers** - Our faith in Jesus informs every action we take.
- 2. Unshakeable** - We stand for life no matter what it costs.
- 3. Lovingkindness** - We believe lovingkindness is a lifeline to pregnant women in crisis.

OTHER EXPECTATIONS:

This is a full-time salaried position that will primarily work out of the Chesterfield office. Time can be flexed to attend fundraising events and after-hour donor meetings.

QUALIFICATIONS:

Be a committed Christian with a consistent testimony and active in a local church.

- Exhibit strong commitment and dedication to the pro-life cause and sexual purity.
- Agree with and be willing to uphold Statements of Faith and Principles, Commitment of Care, Center policies and procedures, and pledge of confidentiality.
- Bachelor's or Master's degree preferred, or an equivalent combination of education, experience, and training, preferably in business, communication or humanities.
- **Minimum 3 years' experience in donor development, account management, sales, marketing, or business administration required.**
- Exhibit organization skill, interpersonal communication, public speaking, and problem solving.
- Be able to provide spiritual leadership and professional direction to reporting staff and volunteers.
- Be able to establish goals, priorities, and meets deadlines with little or no supervision.
- Have availability to work evenings and/or weekends when events require.

MAJOR DUTIES & RESPONSIBILITIES:

Will be fluid among various department areas.

1. Donor Base and Revenue Development:

- Design, implement, coordinate, and evaluate programs in the following areas of fund development: special events, major gifts, monthly giving, church partnership and other ongoing activities.
- Direct coordination of activities to support successful fundraising events including a fundraising banquet, bottles4life campaign, and golf tournament.
- Manage and maintain a system for prospecting, cultivating relationships and thanking supporters
- Devise and implement strategies to develop enduring ministry relationships with individual donors and community churches.
- Expand the ministry's donor base.

2. Public Relations

- Develop and maintain strong working relationships with key contacts within the community: businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising opportunities within these groups and recommend courses of action for entering these markets.
- Work closely with the Marketing Director to develop and communicate the ministry's public brand through digital media, social media, event materials, promotional brochures, donor mailings, donor campaigns, etc.

3. Administration

- Participate in establishing the overall strategic plan for the ministry with the Executive Director.
- Supervise and annually evaluate development department professional and support staff (currently 1 other employee).
- Supervise the search, evaluation, and hiring process for development support staff.
- Oversee volunteer application and administrations efforts within the development team; provide first-level review of volunteer applicants for suitability.
- Report, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of development programs; identify problems in meeting objectives and recommend solutions.
- Maintain a working knowledge of computer software programs designed to facilitate accurate donor and prospect information; manage a donor information system that ensures donor and prospect records and history are current, accurate, and timely.
- Accept assignments not specifically delineated above as requested by the Executive Director.

Evaluation:

The Executive Director will perform a written evaluation of the Development Director annually.