

Job Title: Development Director

Department: Development

Reports to: Executive Director

FLSA Status: non-exempt

Summary Plans, organizes, and directs all new and ongoing events while building new and maintaining current donor relationships for the organization by performing the following duties personally.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Donor Development, Marketing, and Retention

Implement specific strategies to develop relationships with current and new individual donors, corporate donors, pregnancy centers, churches, and church organizations; cultivate these relationships to expand the ministry's donor base

Develops donor transformational giving and retention program that includes communications to donors throughout the year as well as intentional relationship building communication.

Fundraising

Plans and coordinates fund drives for special projects.

Develops public relations materials to enhance the organization's image and promote fund raising programs.

Organizes campaigns to reach potential contributors.

Assist in securing funding for new initiatives.

Assigns responsibilities for personal solicitation to members of staff, volunteer organizations, and the Board of Directors according to special interests or capabilities.

Organizes solicitation drives for pledges of ongoing support from individuals, corporations, churches and foundations.

Informs potential contributors of special needs of organization, and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests, conferring with attorneys to establish methods of transferring funds to benefit both donors and the organization.

Event Planning and Implementation

Oversee organization and implementation of annual and special events including fall banquet, 5k race, baby bottle boomerang, golf tournament and other programs as they are added/implemented

Financial Administrative

Prepares, administers, and follows department budget.

Develops and submits grant proposals for funds from private foundations and corporations.

Identifies potential contributors to special project funds and ongoing operations through examination of past records and knowledge of community.

Assists in the preparation of strategic plan with short- and long-range goals to meet organizational funding objectives, and enlists support from members of organization's staff, volunteers and the Board of Directors.

Researches public and private grant agencies and foundations to identify potential sources of funding for community service, or other projects.

Supervises and coordinates activities of workers engaged in maintaining records of contributors and grants and preparing letters of appreciation to be sent to contributors.

Processes incoming donations or oversees volunteers trained to follow The Bridge Wellness South's Financial P&P; including BBB contributions, mailed donations, and donations through online giving.

Prepares and mails donor giving statements quarterly and year-end statements.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical:

Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design:

Generates creative solutions; Demonstrates attention to detail.

Problem Solving:

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management:

Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills:

Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service:

Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills:

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication:

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication:

Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork:

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership:

Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management:

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Monitors transition and evaluates results.

Leadership:

Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management:

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen:

Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness:

Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Diversity:

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics:

Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support:

Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities.

Strategic Thinking:

Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment:

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation:

Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing:

Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

Professionalism:

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality:

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity:

Meets productivity standards; Completes work in timely manner; Works quickly.

Safety and Security:

Observes safety and security procedures; Reports potentially unsafe condition; Uses equipment and materials properly.

Adaptability:

Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality:

Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability:

Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative:

Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation:

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord

Exhibit a strong commitment and dedication to the pro-life position and sexual purity.

Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of the organization.

Be able to provide spiritual leadership, discipleship and support to the organization's personnel and donor base.

Education and/or Experience:

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience in marketing, fundraising, and/or non-profit sector.

Degree or equivalent experience in marketing or sales.

Language Skills:

Ability to read, analyzes, and interprets general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, patients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and ability to apply concepts of basic algebra and mathematics.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual must be comfortable with computers and should have knowledge of Contact Management systems; Database software; Development software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

Current Driver's License

Other Skills and Abilities:

Skill communicating to large groups of people.
Strong public speaking skills.
Proficiency in database software (excel, crm, etc.)
Understanding of social media marketing
Grant writing experience

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 occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Hours of Job:

The hours required for this position are 30 hours per week on as needed to fulfill organizational needs. Additional hours may be extended or requested and may be approved by the Executive Director.

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.

Development Director

Date

Executive Director

Date
