



CARE NET OF DANE COUNTY POSITION DESCRIPTION

JOB TITLE

- **Title:** Director of Donor Services
- Reports To: Chief Executive Officer
- Date Analyzed: 10-28-20
- Hours: Part Time (25 hours) with Opportunity for Full Time

JOB FUNCTION

Working with the CEO, this position will build and execute a development plan to raise \$1+ million. Candidate will build relationships with donors, ministry partners, and churches. Additionally, provide oversight to marketing initiatives, volunteers and staff. Responsible for designing and implementing a comprehensive results-driven fundraising program. Speaking on behalf of the organization in various settings and hosting virtual and special events. This position will also provide strategic direction to our client marketing company, with the goal of increasing our reach to clients and donors.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

Fund Development

- Cultivating relationships with donors, churches, staff, board members, and volunteers.
- Research, identify and write grant proposals, letters of intent, submit grant reports in collaboration with program directors.
- Oversee and/or keep all donor and grant data current in the database tracking system; prepare reports as needed.
- Lead prospective supporter tours to showcase programs.
- Solicitation of major gifts.
- Achieve fundraising deadlines for gifts, grants and mailings.
- Evaluate ROI of fund development initiatives and pivot when necessary.
- Knowledge of all aspects of philanthropy including major gifts, direct mail, corporate and foundational giving, digital fundraising, special events, and grants.
- Experience with the Benevon Model is preferred but not required.

Marketing, Communications, and Administration.

- Support, execute, and monitor messaging across all platforms, including but not limited to, social media, websites, printed materials, events, video, direct mail, newsletters, blogs, email, radio/broadcast to promote the goals of the organization within the established budgetary parameters.
- Monitor online presence, actively seeking positive reviews and responding to comments.

- Maintain protocols for consistency, standardization and professional look for all program materials.
- Write clear, concise copy including but not limited to, e-balsts, newsletters, direct mail, and maintain WordPress website. Oversee, production, writing, printing and mailing of quarterly newsletter to supporters.
- Evaluate ROI of marketing initiatives and redirect for maximum exposure when necessary.
- Prepare talking points, speeches, presentations, training, and additional supporting material for Care Net speakers as appropriate.
- Manage and produce videos for donor marketing.
- Recruit, motivate, and develop volunteer teams to support fundraising and marketing.
- Maintain an understanding of philanthropic, economic, and social fundraising trends.

Spiritual Leadership

- Make prayer an integral part of the work process.
- Provide spiritual leadership and with a servants' heart be willing to step in where needed.

Other duties as assigned.

POSITION SPECIFICATIONS

- A. Experience with WordPress, Constant Contact, Moves Management, and Zoom
- B. Excellent storyteller and presenter
- C. Outstanding organizational skills and follow through.
- D. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life
- E. Must agree with and sign Care Net's Statements of Mission, Vision and Faith, Principles, Values, and Confidentiality and attend church on a regular basis.
- F. Dependent on Holy Spirit "Not by might, nor by power, but by My Spirit, says the Lord of Hosts." Zech 4:6
- G. A Bachelor's degree with at least 3 years of experience
- H. Proven track record in development at a similar sized organization or larger

I have received and reviewed a copy of my position description:

Signature

Date