

POSITION DESCRIPTION

JOB TITLE

- **Title:** Director of Development
- Reports To: Chief Executive Officer
- Supervises: Major Gift officer, Church Outreach Manager
- Date Analyzed: 10-2022
- Hours: Full Time

JOB FUNCTION

Working with the CEO, this position will build and execute a development plan to raise \$1.3+ million. Candidate will build relationships with donors, ministry partners, and churches. 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. Work closely with CEO to provide strategic direction for cultivation, retention and acquisition of supporters.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

Fund Development

- Develop and execute a comprehensive and long-term financial development plan to further the mission of Care Net Pregnancy Center of Dane County.
- Cultivate 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 administration of donor database donor; prepare reports as needed.
- Lead prospective supporter tours to showcase programs.
- Develop and execute a major gifts program. Lead and manage staff in major gifts. Participate in the solicitation of gifts.
- Oversee special events and direct mail program.
- 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.
- 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.
- Prepare talking points, speeches, presentations, training, and additional supporting material for Care Net speakers as appropriate.
- Manage and oversee production of 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. Excellent storyteller and presenter
- B. Outstanding organizational skills and follow through.
- C. Proven ability to develop and maintain relationships with a diverse population.
- D. Self-starter who is goal-driven with a strong work ethic and demonstrates the highest level of integrity.
- E. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life
- F. 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.
- G. Dependent on Holy Spirit "Not by might, nor by power, but by My Spirit, says the Lord." Zech 4:6
- H. A Bachelor's degree with at least six years of fund development experience.
- I. Proven track record in meeting fund development goals over one million dollars.