



Director of Development Job Description

Position Title: Director of Development
Division: Development
Reports To: Administrator
Status: Full time - salary

Summary

The Director of Development (DOD) serves as the leader of Zion Christian School's financial development. They are responsible for making strategic decisions affecting all resource development. Working with the Administrator, the person in this position is responsible for all fundraising and development activities, for forging new relationships to build the school's visibility and significantly increase financial resources. They will design and implement a comprehensive plan for developing key eternal alliances by cultivating individual and philanthropic support. Their primary responsibility will be establishing and implementing the infrastructure needed to grow a \$2 M budget through the solicitation of major gifts, churches, grants, social media, direct mail, and special events.

Duties

- Works with the Administrator, leadership team and BoD in setting annual goals and budget
- Creates an annual resource development plan based on meeting budget goals
- Oversees grant applications and compliance
- Prospects and creates relationships with new major donors and community engagement that align with ministry's Christian worldview and Reformed theology
- Works with existing donors to further expand current relationships
- Adjusts strategies as needed to meet annual budget goals and forecasts
- Maximizes the efforts of all staff and volunteers to meet the development goals set forth in the annual budget through all solicitation strategies
- Administers and reports on the progress of meeting resource development goals
- Assists in planning and organizing the Administrator's involvement to secure major donor pledges
- If utilized he will oversee the management contract with direct mail and mid-level cultivation vendors
- Oversees marketing initiatives and preserves the school's brand
- Oversees the donor database so that all mailings are timely, records are current, and timely thank you notes and follow-up calls are initiated
- Ensures confidentiality of prospect/donor information
- Oversees and generates income-producing initiatives, including but not limited to major donors, mid-level donors, direct mail, events, grants, web/social media and capital campaigns
- Represents the ministry professionally and in accordance with fundraising standards to the public, donors, and volunteers
- Models Christian conduct and behavior at all times and abides by Zion's statement of faith and code of conduct
- Performs other duties as assigned
- School Ambassador



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Requirements

- Bachelor's degree in marketing or related field with at least 5 years non-profit experience, or the equivalent in experience
- Proven resource development results
- Grant writing and grant solicitation experience would be desired but not required
- Experienced and with adequate skills in public speaking
- Proficient in office protocols and practices
- Proficient in Microsoft applications
- Demonstrated ability to handle confidential information according to procedures
- Excellent management and interpersonal skills
- Excellent organizational abilities
- Demonstrated proficiency in grammatical and writing skills, general office skills, and organization of details, including telephone skills, filing, record keeping and time management
- Effective communicator, writer and editor

Working Conditions:

- Whatever setting will best accomplish the objectives of the job
- Flexible work schedule required (some ministry activities occur over weekends)