



## **Director of Development**

The Director of Development plans, implements, and coordinates fundraising efforts and community activities that will encourage, maintain, and increase philanthropic support to meet the short and long-term needs of AGAPE. These activities shall be consistent with the mission and goals of the organization and shall reach individuals, corporations, churches, and para-church organizations in the community.

**Reports to:** Executive Director

**Supervise:** Paid and/or volunteer development personnel

Responsibilities include identifying, soliciting, cultivating, and stewarding individual and corporate donors, as well as working with a donor data-base management system. The Development Director is also responsible for overseeing the planning and execution of all fund-raising events, in coordination with the Executive Director.

### **Duties:**

- Work with the Executive Director to develop an annual budget and plan for fundraising with specific annual goals that are to be met.
- Manage portfolio of current and prospective individual, church and corporate donors.
- Meet at least annually with all previous fiscal year's donors to thank them for their contributions, enhance relationships, and find ways to promote greater donor/potential donor engagement with AGAPE.
- Alongside the Executive Director, solicit major gifts.
- Increase marketing of and contributions to a monthly giving program.
- Create and manage an annual appeal to secure individual support. Assist in the follow-up of meetings and gifts.
- Support and train board members in ways to identify, engage, and increase active donors.
- Other duties as assigned.

### **Community Outreach:**

- Attend networking events in the community.
- Participate in community and professional associations.

- Make self a known “face of AGAPE” in the community.
- Arrange and perform community outreach through public speaking and regular presentations at church, civic, business, and private events and meetings.

#### **Communications:**

- Work alongside Director of Men and Community Services in creating, leading and executing communications strategy to raise the visibility of AGAPE.
- Working with the Executive Director, develop and implement annual strategic communication plans that include goals, activities, materials, and performance indicators.
- Work alongside Executive Director and Administrative Coordinator in creating AGAPE’s digital communication, including the content for the website, social media, and newsletters.
- Identify and oversee effective advertising campaigns to communicate with donors and clients.
- Work cooperatively with the staff and board to market key events and campaigns.

#### **Skill Requirements:**

- Ability to be an engaged, respectful and helpful team member while performing many duties autonomously.
- Excellent oral, written and interpersonal communication skills.
- Highly organized and self-motivated.
- Ability to maintain complete confidentiality regarding sensitive donor information.
- Creative and willing to try new things.
- Ability to set, manage and meet budget targets.
- Possess excellent discipline and time management skills.
- Dedicated to performing continuous quality improvement assessment on all processes, protocol and events.

#### **Minimum Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, Stance of Life, and policies of AGAPE.
- Can provide spiritual leadership, discipleship, and support to the volunteers and staff.
- Can carry out responsibilities with little or no supervision.
- Enthusiastic champion for the mission of AGAPE.
- Demonstrated team player with strong collaboration, customer service, public relations, public speaking and conflict resolution skills.

- Skilled in MS Office Suite (Word, Excel, Power Point), internet proficient and capable of learning proprietary databases.
- Ability to prioritize and handle multiple projects, work under pressure, meet deadlines, solve problems, be flexible and work independently.
- Ability to travel/work outside regular business hours, including evenings and weekends.
- Must be willing to submit to a criminal background check.
- Must possess a valid (United States) driver's license, excellent driving record, and adequate automobile insurance coverage.

**Desired Qualifications:**

- Bachelor's degree from an accredited university in Non-Profit Management, Marketing, Communications, Public Relations, or equivalent experience.
- Previous experience in fundraising or non-profit development with demonstrated success.
- Grant writing, events management and marketing experience is preferred.

**Starting date:** Effective on (DATE)

**Starting wages:** Compensation is negotiable based on experience.

**Job hours:** This position is projected to be M-TH with occasional Friday or Saturday mornings for volunteer events not to exceed a 36-hour work week.

**Confidentiality:** This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

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Signature of Director of Development

Date

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Signature of Executive Director

Date