

Good News Rescue Mission
Job Description

Position Title:	Director of Development
Ministry Department:	Development
Reports To:	Executive Director
FSLA Status:	Exempt
Status:	Full Time

Description: This position provides leadership in the area of donor development, marketing, events, sponsorships, major and deferred gifts, other fund raising, church relations and managing the donor development staff. Primary responsibilities include mobilizing resources as a catalyst for raising money for the Good News Rescue Mission.

Responsibilities:

1. Provide leadership, strategic direction and administration oversight for Development Department.
2. Give leadership in creating, maintaining and coordinating development strategies designed to support the Mission's short and long term financial goals.
3. Work with the executive director, CAO and board to establish a culture of giving
4. Work with the executive director, CAO and board to cultivate and acquire major gifts
5. Work with the executive director CAO and board to attract new major donors
6. Develop, implement and maintain a major donor moves management process & records system
7. Manage a personal portfolio of major gift donors/prospects
8. Develop, implement and maintain a planned giving program
9. Plan, supervise and manage capital campaigns
10. Develop and manage the area budget to optimize three-year rolling return on investment (ROI) –
11. Hire, train, develop, manage, and if necessary, redeploy personnel, needed to optimize fund development operations and results
12. Prepare for and lead a monthly major donor moves management meeting with the Executive Director and Controller
13. Develop and produce programs for promoting awareness, building relationships and increased giving to the GNRM.
14. Develop and implement an effective church relations effort in coordination with the Executive Director.
15. Raise funds for capital and special projects, Mission programs, scholarships, and endowments in accordance with the GNRM vision and annual fundraising goals.

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16. Develop and implement an effective communication and cultivation program for— Prospective Donors, Existing Donors, Pastors/Church Relations, Professional Community (lawyers, accountants, trust officers, financial planners, and brokers).
17. Manages the grants program, including work related to grant writing and reports, proposal development and submission, relationship building, and the timely submission of grant proposals to private and public foundations, government grant makers, and corporations.
18. Oversees communications including newsletters, literature, website, media advertising, and direct mail campaigns and donor acquisition.
19. Coordinate the processing of gifts in cooperation with the Controller
20. Attend meetings and prepare reports for the Board of Directors monthly and as requested.
21. Participate in and provide leadership to the Donor Development sub-committee of the Board of Directors.
22. Prepare an annual budget that integrates all elements of the GNRM's fundraising programs and makes accurate assumptions about short and long-term income and expenses.
23. Maintain open communication with the department heads regarding donor and fund raising activities.
24. Other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Must have a committed personal relationship with Jesus Christ and belong to a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a Christian
- A demonstrated passion for ministry, advocacy and issues surrounding homelessness and poverty.
- Agrees with and can sign the Good News Rescue Missions Statement of Faith, Statement on Marriage and be able to share that faith and knowledge with staff and clients.
- Bachelor degree and a minimum of 5 years of experience in development/fundraising, (non-profit human service organization preferred). An equivalent of combined formal education and career experience at a non-profit human service organization may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Team player focused on the overall success of the organization.
- Experience developing strategy and goals in relation to development.
- Excellent organizational and coordinating skills.
- Knowledge of development practices.
- Ability to foster a cooperative work environment.

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- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Knowledge of computerized information systems used in donor management in addition to Microsoft Office products.
- Skill in budget preparation and fiscal management.
- Ability to build and maintain a direct relationship with community leaders and donors who can translate the needs of the Mission to gain support.
- Able to support the Good News Rescue Missions statement of Christian faith and share that faith and knowledge with staff and clients.

WORKING CONDITIONS AND PHYSICAL EFFORT:

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Pleasant working environment; maybe exposed to cold occasionally. The noise level in the work environment is usually moderate. Employee may come into contact with irate and irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employee may be regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is occasionally required to stand and regularly required to sit, manual dexterity necessary in using hands to finger, handle, feel, type on a Computer keyboard. The employee required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds up stairs. Specific vision abilities required by this job include distance vision, color vision, depth perception and peripheral vision. The employee is required to have close visual acuity to perform an activity such as viewing a computer terminal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRE-EMPLOYMENT SCREENING

- Drug and nicotine test
- Clean DMV
- Must be insurable through GNRM's auto insurance provider