



Job Description: Director of Development

Position Summary: 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 the pregnancy center. 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

Oversees: Director of Major Gifts and Church Partnership Coordinator

Time Commitment: 40 hours/week

Job Specific Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Be an active member, in good standing, with a local church
- Agrees with Agape WC's Statement of Faith, Mission Statement, and Code of Christian Conduct
- Expresses a desire to reach at-risk patients considering abortion
- Strong qualities of spiritual leadership and ability to encourage staff and volunteers.
- Strong administrative skills
- Highly proficient with computers, database entry, and Microsoft Office.
- Strong interpersonal, oral, and written communication skills
- Highly organized, self-motivated, dependable, and responsible
- Flexible and adaptable to change.
- Demonstrated decision-making, problem-solving, planning, and implementation skills.
- Demonstrated maturity, stability, confidentiality, and initiative resulting in the ability to carry out responsibilities with minimal supervision.
- Exceptional communication skills over the phone and in person.

- Willing to pursue ongoing training and travel when necessary.
- **PHYSICAL REQUIREMENTS:** This position requires reaching, bending, and stretching. It requires sitting and typing on a keypad for extended periods of time and the ability to lift 25 pounds for a limited period. Most work involved in this position takes place indoors while there are moments of physical exertion related to the set-up and tear-down of special events.

Responsibilities:

1. Administration:

- a. Report, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of development programs conducted by the center; identify problems in meeting objectives and recommend solutions.
- b. Develop and maintain a working knowledge of computer software programs specifically designed to facilitate accurate donor and prospect information; employ a donor information system that ensures donor and prospect records, and history are current, accurate, and timely.
- c. Accept assignments not specifically delineated above as requested by the Executive Director and board.

2. Donor Development:

- a. Maintain long-term relationships with existing donors.
- b. Identify and build relationships with new and prospective donors, churches, and businesses.
- c. Manage systems and software to track and cultivate donors and prospects, including our donor database.
- d. Make direct, face-to-face solicitations.
- e. Recruit volunteers to assist in advancement efforts.
- f. Communicate fundraising goals throughout the organization and equip others to reach them.
- g. Work with Executive Director to develop an annual Donor Communications Plan.
- h. Prepare and execute Donor Communications Plan via direct mail, newsletters, social media, and emails; and donor development opportunities such as donor luncheons, facility tours, and more.

3. Public Relations:

- a. Develop and maintain strong working relationships with key contacts within the community; including businesses, civic groups, churches, and philanthropic prospects; and identify potential fundraising opportunities within these groups.

- b. Represent Agape PRC in civic organizations, business functions, churches, and other public forums to enhance development efforts, promote services and programs, and recruit volunteers.
- c. Work closely with the Executive Director to develop the ministry's public relations efforts including, but not limited to, advertisements, promotional brochures, media exposure, and community appearances by board, staff, and volunteers.
- d. Participate in community events:
 - i. Arrange Agape PRC participation in community events (ie: fairs, luncheons, etc.)
 - ii. Coordinate volunteer, staff, or board attendance at community events.
 - iii. Secure supplies and arrange for transport to/from community events.

4. Volunteer Retention:

- 1. Work with Senior Director of Programs & Services to enlist and coordinate volunteers for projects and fundraising events for Agape WC (newsletter mailings, special events, banquet, etc)
- 2. Organize volunteer social gatherings to promote unity, a Christmas fellowship, and volunteer appreciation events.

5. Fundraising:

- 1. Work with Executive Director to plan and execute major fundraising events:
 - a. Banquet – Assist Executive Director with organizing, publicity, recruiting table hosts and underwriters, and supervising the annual banquet.
 - 1. Baby Bottle Campaign – Oversight of program; recruit new church and community group involvement.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and understand the position description for the position I hold at Agape Women's Clinic. A copy of the position description has been given to me for my records. I acknowledge, understand, and agree that:

- 1. It is to inform and assist me in the performance of my duties at Agape WC.
- 2. It does not constitute an employment contract with Agape WC.
- 3. It does not confer any rights for any employee.
- 4. It is subject to change at any time without prior notice.

I understand and agree that my employment with Agape WC is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

SIGNATURE: _____ DATE: _____