



DEVELOPMENT DIRECTOR POSITION DESCRIPTION

Objectives of the position: As an ambassador of Jesus Christ, 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: The Executive Director

Supervises: All paid and/or volunteer development personnel

Status: [Exempt / Non-Exempt], [Full-time / Part-time]

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, and policies of the center.
- Have a bachelor's or master's degree, preferably in a helping field, or related experience equivalent.
- Have 2 years previous experience with non-profit development.
- Exhibit skill in interpersonal communication, public speaking, and problem solving.
- Be able to provide spiritual leadership, discipleship, and support to the volunteers and staff.
- Be able to carry out responsibilities with little or no supervision.

Preferred Qualifications:

- Bachelor's degree

Essential Functions:

I. Administration

- Prepare an annual operating plan for the development activities within the community; when complete, such plan will include those goals designated by the Board of Directors, the objectives, and activities consistent with those goals, a model for evaluating effectiveness, and budgetary requirements.
- In conjunction with the board and Executive Director, design, implement, coordinate, and evaluate programs in the following areas of fund development: golf events, annual celebration dinner.

- In conjunction with the board and Executive Director, assist with the design, implementation, coordination, and evaluation of programs in the following areas of fund development: annual giving, major gifts, planned giving, and other ongoing activities.
- Coordinate agency activities in support of the annual fundraising events
- Participate in establishing the overall strategic plan for the pregnancy center.
- Conduct thorough prospect research and identification activities for the pregnancy center; devise and implement specific strategies to develop relationships with individual donors and community churches; cultivate these relationships to expand the ministry's donor base.
- 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.
- 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.
- Assist with developing policies and procedures that provide for regular back-up of donor files and procedures for safeguarding donors and prospect databases to ensure the protection and integrity of historical data.
- Accept assignments not specifically delineated above as requested by the Executive Director and board.

II. Public Relations

- Develop and maintain strong working relationships with key contacts within the community; this includes businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising opportunities within these groups and recommend a course of action for entering these markets.
- Represent the agency in civic organizations and other public forums to enhance development efforts of the pregnancy center.
- Work closely with the Executive Director to develop the ministry's public relations and marketing efforts including, but not limited to, yellow page advertisements, promotional brochures, billboard copy, radio and television exposure, and community appearances by board, staff, and volunteers.

Last Modified: August 2, 2022

Prepared By: Lisa Hogan, Executive Director

Approved By: Lisa Hogan, Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Sav-A-Life. 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 Sav-A-Life.
2. It does not constitute an employment contract with Sav-A-Life.
3. It does not confer any rights on any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Sav-A-Life.

I understand and agree that my employment with Sav-A-Life 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:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Position Descriptions File