



Wheeler Mission Ministries is a privately funded 501 (c) 3 non-profit, evangelical Christian ministry whose designated purpose is religious. We are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. Wheeler Mission Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Wheeler Mission ministries have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Statement of Faith, Core Values, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Job Title: Chief Development Officer
Reports to: President/CEO
Completion Date: December 2024

Exempt/Non-Exempt: Exempt
Full or Part-time: Full-Time
Team:

Position Summary:

The Chief Development Officer (CDO) serves as a key member of the executive team and is responsible for overseeing all fundraising, marketing, communications, and donor relations efforts. This includes driving the success of the Bloomington capital campaign and cultivating external relationships to sustain and grow revenue streams. The CDO will design and implement strategies to cultivate relationships with donors, partners, and the community while inspiring a culture of generosity and collaboration, ensuring alignment with Wheeler Mission's mission and values.

Key Duties and Responsibilities

Brief description of duties in order of priority

Key Area: Strategic Leadership

- Lead all fundraising efforts, including capital campaigns, individual giving, planned giving, corporate partnerships, grants management and acquisition.
- Collaborate with the CEO and Board of Directors to align development activities with organizational objectives.
- Provide leadership to the development team, ensuring professional growth and high performance.
- Develop and execute a comprehensive development strategy to achieve annual and long-term revenue goals, including goals specific to Bloomington.
- Lead the budget planning process, including strategic communications, and special events.

Key Area: Fundraising and Donor Relations

- Cultivate and steward relationships with individual donors, corporate partners, foundations, churches, and other key stakeholders.
- Lead major gift initiatives, capital campaigns, and planned giving efforts to meet and exceed revenue goals.
- Ensure a high level of donor engagement and satisfaction through personalized communication and appreciation.
- Oversee all aspects of the Bloomington capital campaign, including strategy, donor cultivation, and campaign execution.

Key Area: External Relationships

- Cultivate and manage external partnerships that directly impact revenue, including vendors, consultants, and event partners.
- Act as the primary relationship manager for special event sponsors, corporate partnerships, and other revenue-driving collaborations.
- Foster strong relationships with community leaders and stakeholders to enhance Wheeler Mission's impact and visibility.

Key Area: Marketing and Communications

- Oversee the creation and implementation of marketing and communication strategies to elevate Wheeler Mission's visibility and impact.



- Serve as a public ambassador for the organization, fostering positive relationships with the media, community leaders and stakeholders.
- Ensure the consistency of the organization’s brand, messaging, and storytelling across all platforms.

Key Area: Data Management and Reporting

- Utilize data-driven insights to analyze fundraising trends and optimize development strategies.
- Prepare and present reports on fundraising performance, donor engagement, and campaign outcomes to the CEO and Board of Directors.
- Ensure compliance with all legal, ethical, and regulatory standards for fundraising activities.

Key Area: Team Leadership

- Recruit, train, and mentor a high-performing development team.
- Foster a collaborative and innovative culture within the department.

REPORTING RELATIONSHIPS:

This position provides supervision and guidance to the Development staff.

Competencies Required

Unique for this job	Unique for this job	For managers of people
Adaptability	Confidentiality	Problem Solving
Communicates Effectively	Detail Orientation	Critical Thinking
Community Relations	Priority Setting	Planning
Prioritizing	Coordinating	Conflict Resolution
Timeliness	Organizing	Approachability

MINIMUM QUALIFICATIONS:

Education/Experience:

- Bachelor's degree in nonprofit management, business, communications, or a related field required (Master’s degree preferred)
- 7+ years of experience in nonprofit development, with demonstrated success in leadership roles.
- Proven track record in securing major gifts, leading capital campaigns, and engaging diverse donor bases.

Technical/Software Knowledge:

- Advanced Proficiency in Microsoft Office Suite
- Proficiency in donor management systems and fundraising technology.
- Strong presentation skills.

Mission Alignment:

- Belief in the inerrancy of the Holy Bible
- Alignment with WM values
- Adherence to WM Employee Policies

Physical Requirements: To perform the essential job functions of this position, a candidate must be able to:

- Type and operate standard office equipment.
- Perform normal business activities.
- Work in an office setting, as well as outside in various weather conditions including inclement weather if necessary.
- Occasionally lift products and supplies up to 20 pounds.

Other Requirements for Employment



- This is a full-time 40-hour position. Typical work hours will be from 9 a.m. to 5 p.m. but must be willing to work a flexible schedule including nights, weekends, and some holidays. Position may be eligible to work from home.
- Assist with donor events such as the Drumstick Dash, 100 Holes for the Homeless, and other donor events.
- Travel is required for donor meetings and events, with frequent travel to Bloomington for campaign activities.
- Conflict of Interest Policy and Confidentiality Policy
- Post-offer acceptable background check required for all positions.
- All employees must sign and adhere to WM Drugs and Alcohol policy and remain free from addiction to drugs or alcohol. Candidates must submit to and pass a drug and/or alcohol test. This drug and/or alcohol testing may occur any time after the applicant receives a conditional offer of employment.

Disclaimer: Although WMM has attempted to accurately and thoroughly describe this position, WMM reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of WMM, at any time, with or without advance notice. This position description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.

Completed by:

Name:

Position:

Date: