

*Our goal is to provide a witness of God's love to our neighbors in need.*

*We exist to provide shelter and hope!*

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| **Position Title** | Development Director |
| **Supervisor** | Executive Director |
| **Date Effective** |  |
| **Status** | Full-Time Employee |

**Summary:**

Develop long-term relationships on behalf of The Nehemiah Project with major donors for the purpose of raising funds to support the goals and work of the ministry.

**Essential Functions:**

•Be directly responsible for annual giving activities (direct mail, online giving, etc.) with

fundraising goals established annually.

•Attract and cultivate meaningful relationships with prospective donors, matching donors’

philanthropic goals with projects and programs of interest at the college.

•Secure major gifts at and above the $5,000 level.

•Develop individual donor strategies to retain donors and grow their gift commitments over

time.

•Make direct, face-to-face solicitations, and assist the board and other staff with their

solicitation (e.g. provide portfolio development support, strategic counsel, and help with

donor communications).

•Acknowledge major donors through public and private recognition, including those that have

established scholarship and endowed gifts.

•Track and report progress using specific metrics.

•Prepare and submit grant applications.

•Perform other duties as appropriate and assigned by the Executive Director. The organization may change the specific job duties with or without prior notice based on the needs of the organization.



**Qualifications:**

**Education and Experience:**

•Minimum high school diploma. Post secondary degree preferred, specifically with degrees in non-profit management, public relations, or communication.

• Experience in nonprofit fundraising and developing major gifts preferred.

•Experience working with donor tracking software preferred.

**Skills and abilities:**

• Outgoing and a people person.

•Excellent written, organizational, communication, interpersonal, and presentation skills.

•Engaging, well-spoken, and comfortable in front of an audience.

• Must be an effective leader with the ability to establish and maintain effective working relationships

with peers, volunteers, shelter guests, and the public.

• Strong interpersonal skills and a demonstrated ability to relate to people from diverse backgrounds.

• High personal integrity.

• Basic skills in the operation of office tools: word processing, powerpoint, spreadsheets, e-mail, and calendaring.

**Physical:**

• Sitting or standing for long periods of time to perform job functions.

• Ability to read, write and interpret written documents.

•Valid drivers license and insurance. Reliable transportation required for out of office travel.

• Ability to lift and move objects weighing up to 25 pounds.

**Faith:**

• Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus

Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32;

Philippians 1:9-11, 3:7-11).

• Actively seek the unity of believers.

• Exhibit Christian maturity and be a member in good standing of a local Christ-centered church.

• Possess a desire to serve in meeting the physical, spiritual, emotional, and relational needs of the

homeless, hungry, and hurting, pointing them to Jesus Christ as Savior and Lord and teaching and

modeling biblical stewardship and godly, interdependent living.

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**Employee Signature Date**