



Position Title: Development Director

Reports to: Executive Director/CEO

Schedule/Status: Full time (Exempt, Salary)

Benefits: monthly health and phone reimbursements

Objectives of the position: This position is responsible for a diverse range of duties related to the fundraising efforts of Hope Clinic and plays a key role in providing high-level customer service and stewardship to our supporters, therefore providing operational support for the direct service ministry. As an ambassador of Jesus Christ, the Director of Development plans, implements and coordinates fundraising, communications, and external relations strategies that will encourage, maintain, and increase philanthropic support to meet the short and long-term needs of the pregnancy clinic. The main objective of this position is to increase donations and substantially improve relationships with the donor base. By providing high-level donor stewardship and cultivation, this position will ensure that we achieve our goals in fundraising, donor development, and retention. These activities shall be consistent with the mission and goals of the organization. They shall reach the community's individuals, corporations, churches, and para-church organizations.

Qualifications and Skills

- Strong communicator with excellent written and verbal communication skills.
- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Strong skills in interpersonal communication, public speaking, and problem-solving
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Energetic, friendly, and professional.
- Fantastic customer service, ethics and high expectations for quality.
- Applied understanding of basic fundraising principles and development best practices
- Excellent writing, editing, and proofreading ability
- Strong organization and time management skills.
- Strong problem-solving and analytical skills.
- Ability to manage priorities and workflow
- Ability to work independently without close oversight.
- Experience with online fundraising, email marketing, and Internet research
- Working knowledge general graphic design, and computer skills to include but not limited to: WORD, EXCEL, PowerPoint, Adobe, WordPress, and Canva. Etc.
- Technology related to the use of projectors, video equipment, and networking of systems to produce presentations.
- A valid driver's license and Proof of Automobile Insurance
- Ability to pass a criminal background check

Education and Experience Requirements:

- Bachelor's degree in business, sales and marketing, communications, related field, or
- Related master's degree preferred
- A minimum of two years of fundraising or non-profit development
- Previous management experience is a plus
- Proven track record of meeting fundraising goals and securing significant gifts

Job Responsibilities:

Development and Administration

- Prepare an annual operating plan for the development activities within the community to include objectives, activities, goals, and a model for evaluating its effectiveness and budgetary requirements.
- Coordinate, plan, and execute current organization activities supporting the annual fundraising: banquet, Baby Bottle Boomerang Campaign, walk, and state income tax credit program (Pregnancy Resource Act).
- Design, implement, coordinate, and evaluate programs in the following areas of fund development: annual giving, major gifts, planned giving, annual and special events, and other ongoing activities
- Conduct thorough prospect research and identification activities for the pregnancy clinic: devise and implement specific strategies to develop relationships with individuals donors and community churches; cultivate these relationships to expand the ministry's donor base
- Participate in the development of the overall development strategic plan/annual event planning.
- Create fundraising materials to promote all fundraising events
- Manage and update the portfolio of donors and church contacts, ensuring accurate recording of donations and data in donor management platforms.
- Prepare and present monthly reports on development programs' progress, effectiveness, and efficiency. Identify problems in meeting objectives and recommend solutions.
- Manage grant writing and identification of new fundraising opportunities
- Devise a strategy to develop a planned giving campaign
- Generate donor communications, newsletters, and annual reports.
- Accept assignments not specifically delineated above, as requested by the Executive Director.

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
- Representing the organization in civic organizations and other public forums to enhance development efforts of the pregnancy clinic.
- Develop the ministry's public relations and marketing efforts, including but not limited to promotional brochures, radio and television exposure, and community appearances, including those of the Development Director and Executive Director.

Other Responsibilities

- Messenger to the community.
- Annual budget request.
- Read and become familiar with Hope Clinic's Employee Handbook annually
- Attend staff meetings as requested
- Agrees with Hope Clinic's foundational statements by signing the following on an annual basis: *Mission and Purpose Statement, Biblical Counseling Model, Conflict Resolution, Statement of Faith and Principles, Statement of Sanctity of Human Life, Statement of Marriage, Gender and Sexuality, Commitment of Care and Competence, Confidentiality and Employee Handbook.*

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

Employer's Responsibilities

- *Annual review of Personnel Policies and Procedures by Executive Director.
 - *Annual evaluation of operational matters and job performance by the Executive Director.
 - *Will provide training and continuing medical, counseling, and ultrasound education.
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