



Director of Development Job Description

Job Title:	Director of Development
Reports to:	CEO
Classification:	Full time, exempt
Rate:	Depends on Experience
Purpose:	The purpose of this position is to lead the organization in its fundraising efforts with all current and potential financial partner audiences. This person will work to build a talented and productive development team.
Scope:	Acquisition, Cultivation and Care of Financial and Prayer Partners.

Areas of Responsibility and Authority:

A. Spiritual

1. To maintain a close and growing personal relationship with Jesus Christ.
2. To set a positive example for other employees through regular participation in daily prayer meetings and application of biblical principles.
3. To foster a commitment to the core values within the organization, including integrity, faithfulness, transparency, flexibility, and a willingness to take risks when led by the Holy Spirit.
4. To not only set an example of generosity, but to lead and inspire others to give with joy and purpose.

B. Ministry Brand Development and Coordination

1. To ensure that the Forward Edge vision and brand is applied accurately and consistently in donor communications (in cooperation with the Marketing Coordinator).
2. To assist in developing the Forward Edge brand identity and message.
3. To support the CEO with other members of the management team in advancing the Forward Edge vision and brand through integrated direct marketing, cooperative inter-departmental efforts, and strategic planning.

C. Donor Relationships

1. To assist the CEO and Board of Directors in developing and managing relationships with current and prospective major donors – accommodating to their schedules – for ongoing investment in the organization.
2. To ensure that all donor segments and prospects are properly cared for and cultivated for maximum involvement in supporting the organization.

D. Donor Base Development and Marketing

1. To design, create, and implement programs to find, win, keep and lift donors in their support of Forward Edge with the result that the donor base achieves numerical and financial growth.
2. To provide the CEO and Board of Directors with quarterly reports on the progress in building the size and capacity of the donor base to support the ministry.

E. Income Program Management

1. To oversee the design, development and supervision of new methods and programs that will increase income to the ministry. These methods may include major donor programs, events, printed publications, planned-giving programs, digital and traditional marketing.
2. To lead in promoting an integrated marketing approach within the organization that encourages positive use of the media, mailing lists, internet, and other channels for maximum donor service and relationship.
3. To positively manage and supervise members of the development team for the successful implementation of fundraising programs according to annual strategy plans and calendars.
4. To evaluate the profitability of fundraising programs to ensure the most strategic and productive use of limited organizational resources. This includes management of human and program expenses in the development department based on a budget.

F. Development Team Building

1. To provide strategic and hands-on support for the CEO and Board of Directors re: major donor development.
2. To rally support from within the organization for the development effort so that when peak workload periods occur, there is internal support for the effort.
3. To provide engagement and investment opportunities for board members, major donors, corporate partners, prayer partners and other people of influence.

G. Leadership Team

1. Participation on Forward Edge's executive leadership team as appropriate.

H. Miscellaneous

1. Training and Professional Development
 - a. Participate in ongoing professional development training, including—but not limited to—conferences, seminars, webinars, reading, and classes.

What Success Looks Like:

1. An ongoing pursuit of personal and departmental growth fueled by a passion for the LORD and for the mission of Forward Edge.
2. Developing and overseeing programs that generate 40% revenue growth for the organization over 5 years.
3. Effectively leading, empowering and holding accountable each member of the Development Team for maximum results and fulfillment in the workplace.
4. An ability to embody and articulate the vision and mission of Forward Edge through written and verbal communications in ways that inspire others to engage.

Qualifications:

1. In agreement with the Forward Edge statement of faith and core values.
2. Strong interpersonal skills, and the ability to work effectively within the organizational culture.
3. Strong writing, editing and proofreading skills.
4. Preferred: a successful track record of developing profitable fundraising and/or sales and marketing strategies.
5. Strong computer application skills for direct marketing, research, data analysis, etc.
6. Able to work well under pressure and meet deadlines.
7. Willing to subordinate personal time to work extra hours to complete projects, on occasion.
8. Ability to manage multiple projects simultaneously.
9. Effective supervisory skills and ability to work well across departments.
10. Ability to analyze program and project performance and determine cause of action to increase future performance.