

Job Title: Director of Development

Type of Staff: Full Time (Exempt)

Staff Supervisor: Executive Director

JOB OVERVIEW: The director of development oversees and manages the development team in its efforts to raise KCRM's annual budget, oversees giving campaigns, funds capital projects, cultivates donor relationships, raises in-kind gifts and works alongside the director of marketing and communications to promote the work of KCRM. Development team members include donor relations, community engagement, volunteer coordinator, and grant writer.

Qualifications

- Must conform to KCRM's *Qualifications for Employment*, support the *Statement of Belief*, and *Mission, Vision and Values* as outlined in the KCRM Employee Handbook.
- Must possess a strong Christian character and be loyal, patient, tactful, pliable, and teachable with a clear conviction and calling to serve the Lord in ministry.
- Bachelor's Degree preferred or minimum of five years of experience in the field of donor development
- Ability to understand the vision, needs and interests of and major donors to develop more deeply engaged relationships resulting in enhanced giving
- Interest in all aspects of rescue mission work and a dedication to promoting KCRM's fundraising priorities by fostering relationships built on mutual respect and understanding with staff, board member, volunteers, and the development team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas
- Successful experience developing cultivation and solicitation strategies
- Willing to travel in own clean, reliable vehicle
- Maintain a flexible work schedule including evenings and weekends
- Experience with Microsoft Office products

KEY RESPONSIBILITIES

Strategic Planning and Management

- Casts the vision for KCRM's development strategy, developing a plan to ensure resources to meet KCRM's annual budget in accordance with the Mission's mission, vision and values
- Educates and oversees the development team its use of "the cycle of giving" engaging donors in prayer, financial giving, in-kind donations, volunteerism and advocacy
- Oversees the drafting of KCRM annual calendar in collaboration with the director of marketing and communications
- Establishes, defends and manages the development department's annual budget
- Assists executive team with KCRM strategic planning and other organization-wide initiatives such as organizational health, policy and procedure, etc.

Donor Development

- Manages relationships with donors, identifying, qualifying, cultivating, soliciting and stewarding them in their partnerships with KCRM
- Works collaboratively with and in support of the development team, executive team, volunteers, and other KCRM representatives to cultivate and solicit donors for organization-wide priorities
- Identifies and researches “major” donors and strategizes with the executive director to develop a pipeline approach for cultivating relationships that result in increased giving
- Craft correspondence related to fundraising such as solicitation letters, thank you letters, proposals, website content, etc.
- Assist or advise in developing themes and content for direct mail and newsletters in collaboration with Marketing and Communications
- Assist with cultivation and recognition events in collaboration with Marketing and Communications

Collaboration

- Collaborate with Marketing and Communications to develop and maintain annual calendar, key messages, promotional content, special events, fundraising and awareness campaigns, etc.
- Co-facilitate weekly meetings between Marketing and Communications team and Development team
- Advise and assist the Executive Team as requested in donor-related areas