

Director of Development

Job Description

SUMMARY

The Director of Development is responsible for coordinating and implementing all fundraising initiatives for Christ in the City, including: cultivating and maintaining relationships with the current donor base; connecting with the community to cultivate additional new donors; planning the largest yearly fundraiser; annual giving; major gifts; creating and implementing a strategic plan for Development; and grant writing. The Director of Development reports to the Managing Director, works closely with the Communications Director, and oversees the Grant Writer.

KNOWLEDGE & EXPERIENCE

Bachelor's Degree in related field preferred
4+ years of experience in development
Experience with CRMs is helpful
Proven track record of reaching fundraising goals
Proven track record of reaching touch point goals

REQUIRED SKILLS

- Strong interpersonal/human relations skills
- Strong verbal and written communication skills
- Event Planning
- Attention to detail
- Strategic planning
- Organization
- Professional appearance and attitude
- Highly collaborative and team-oriented while also having the ability to take initiative and work independently
- Excellent computer skills: MS Office and knowledge of Gmail and all Google apps
- Project Management, both long-term projects and day-of event preparation
- Understanding of database management concepts
- Knowledge of development/fundraising concepts and appropriate solicitation techniques

- Excellent time management skills - ability to handle interruptions, meet deadlines, maintain focus on tasks, produce accurate work and manage multiple projects with attention to detail
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality
- Passion for and ability to articulate the mission of Christ in the City
- Understanding of fundraising as ministry
- Willingness to join weekly Lunches in the Park to serve the poor (unless work does not allow)
- Ability to travel within the US
- Special events and other projects may require evening and/or weekend work

ESSENTIAL DUTIES & RESPONSIBILITIES

- Cultivate relationships with current donors, new major donors, event sponsors, and grant funders through communications and in-person meetings
- Lead, manage, and execute all fundraising and donor appreciation initiatives
- Event planning: Annual Celebration fundraising event (first Saturday of October- Oct. 2, 2021), donor appreciation event (summer), and other donor-related events
- Maintain and grow monthly giving community, Known & Loved, including a yearly campaign and regular communications
- Oversee Grant Writer by providing guidance and oversight to ensure grant applications are appropriate, relevant, complete, and submitted timely
- Support Program Coordinator in missionary fundraising, including touch points with missionary donors and yearly campaign
- Lead a team of about four missionaries who serve a cumulative 22 hours/week as development interns
- Maintain donor database and donor reports with NeonCRM
- Create and maintain budgets and forecasts for all development activities, including special events, grants, monthly giving community, major gifts, and other development activities.
- Achieve fundraising goals and manage development expenses
- Provide innovative ideas and strategic thinking to the entire organization for growth in
- Development as Christ in the City expands to a nationwide program.
- Meet on a regular basis and collaborate with the Director of Communications on development and communications initiatives

JOB BENEFITS

This is a full-time exempt salaried position that includes paid-time off, partially-paid medical insurance, options for vision and dental insurance, and various other benefits specific to Christ in the City. As Christ in the City continues to expand, this position has potential to grow in management and compensation as the organization grows.

SALARY RANGE: \$65-75,000

To apply for this position, please:

- 1) Email your resume and a cover letter to jobs@christinthecity.org
- 2) In the body of the e-mail, share how you heard about this position