



Open Door

Director of Development

JOB TITLE: Director of Development

DEPARTMENT: Development

REPORTS TO: President / CEO

STATUS: FT Exempt

SUMMARY OF POSITION: The Development Director (DD) is responsible for the development, implementation, coordination, and expansion of the Open Door Mission's fundraising program. The DD provides oversight of and supervises data entry staff, volunteers, and consultants. The DD works closely with the CEO to integrate all elements of the Mission's fundraising functions with our Strategic Plan; successfully meets annual revenue goals; and integrates the vision, core values and culture of the Open Door Mission.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Develops strategies and plans in coordination with the CEO to fund the Mission's short and long-term programs and campaigns. Closely monitors success of fundraising efforts to meet current approved budget, fundraising events meet revenue targets and strategic goals.
- Motivated and able to implement diversified revenue strategy.
 - Works closely with CEO to develop partnerships with major individual, corporate, and foundation donor prospects.
 - Implements systematic efforts to identify, solicit, steward, maintain and upgrade annual giving donors.
 - Manages the grants program, including work related to grant writing and reports, proposal development and submission, relationship building, and the timely submission of grant proposals to private and public foundations, grant makers, and corporations.
 - Oversees direct mail campaigns and coordinates seasonal donor acquisition. Reviews and makes recommendations for improvement.
 - Provides the principle facilitation and coordination of any Mission capital campaigns.
 - Provides for on-going promotion of planned giving opportunities; overseeing, managing and/or planning special events.
- Ensures prompt and courteous communication with all donors including proper receipting and appreciation.
- Supervises Web-based giving and all aspects of Donor Perfect data entry and reporting.
- Collaborates with CEO to develop strategies for all donor related events.
- Works with CEO to improve data collection and reporting.
- Adheres to appropriate standards (ECFA and CLA) for an effective donor recognition program to include written thank you letters, receipts, and personal phone calls.
- Keeps current on fundraising best practices and trends.
- Represents the Mission and participates in special events as necessary.
- Ability to work flexible hours, including weekends as needed.
- Oversees communication including newsletter, literature, website, social media and media advertising
- Assists in budget preparation and monitors overall departmental revenue and expense.
- Assumes other duties as assigned.

ESSENTIAL SKILLS:

1. Has a personal relationship with the Lord Jesus Christ and a deep desire to serve Him. Be a consistent witness for Jesus Christ; Possess and demonstrates excellent integrity.
2. Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation.
3. Demonstrates a courteous and Christ-like manner with internal and external partners.
4. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Open Door Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement.
5. Committed to serving the poor and homeless.
6. Presents a history of stable and responsible employment.
7. Experience networking with high profile professionals and entrepreneurs.
8. Possesses excellent skills in oral and written English communications.
9. Must be detailed, deadline oriented, and comfortable managing multiple projects within tight schedules.

10. Has direct or related experience in at least two of these areas: direct mail appeals, major gifts, special fund raising events and capital campaigns.
11. Able and willing to make an “ask” and “close”
12. Capably uses a personal computer.
13. Possesses the ability to work effectively with others in a positive, cooperative manner.
14. Willingly signs a confidentiality agreement.
15. Must be in agreement with the goals and objectives of The Open Door Mission.
16. Ability to research, learn and teach new software and internet programs.
17. Willingness to work evenings and weekends as necessary for special events.
18. Proficient with MS Office and Donor Perfect.

DESIRED SKILLS:

Willingness to work toward (CFRE) Certified Fund Raising certification

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc., under all conditions/circumstances. May be required to work extended periods of time at a computer requiring repetitive motion and mental acuity. Infrequent light physical effort required.

QUALIFICATIONS:

- **Innovative** strategies for networking, team building and growing revenue streams.
- **Relational** in all types of business cultures and with a variety of constituents.
- **Visionary** with a strong ability to boldly lead the volunteers effectively.
- **Diversified** oral communicator who excels in the art to engage and inspire potential donors.
- **Cultivator** of long-term relationships and legacy givers, as much as first-time donors.
- **Passion** for the Ministry and ability to effectively communicate the vision to a wide range of community and business leaders.
- **Integrity** and ethics of the highest degree.
- **Organized** in time management and in planning.

EDUCATION/EXPERIENCE:

Possesses a Bachelor's degree or its equivalent in combined formal education and career experience.

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.

Signature _____ Printed Name _____ Date _____