

WHITE MEMORIAL PRESBYTERIAN CHURCH

JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT

Department:	Administration		
Reports to:	Executive Director		
Directly Supervises:	Coordinator for Membership and Discipleship		
Status:	Full-Time	FLSA:	Exempt

SUMMARY

The Director of Development leads the cultivation of a congregational culture of faith and generosity through solicitation of annual gifts and managing the donor pipeline with the Executive Director, Senior Pastor, and appropriate leaders. Assists in creation of strategic fundraising initiatives and goals and guides lay leaders and staff on best practices. Prepares disciples for fundraising visits and provides ongoing management and coaching for follow-up visits. Also coordinates with and supports lay leadership in planning and executing annual giving campaigns.

QUALIFICATIONS

- Minimum of a bachelor's degree with a proven track record in running a successful annual campaign and developing planned and major gifts
- Active participation in a Christian church, practicing ministry and mission of Christ
- Familiar with the Presbyterian Church (U.S.A) and conversant on its theological/ethical commitments
- Familiar with teachings of scripture on stewardship and discipleship
- Comfortable with demographic of financially secure persons
- Willingness and ability to think strategically and provide leadership for groups and individuals

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works in conjunction with the Generosity Committee to prepare stewardship goals and plans for the development of funding resources consistent with church mission, vision and strategies.
- Manages the annual campaign.
- Regularly conducts visits and coordinates with others involved in the stewardship efforts of the Church, including lay, staff and clergy, to conduct visits. Maintains schedules for intentional meetings with church members each month at the direction of his/her supervisor, preparing materials as applicable for such visits.
- Manage a portfolio of 150 donors and prospects.
- Actively solicit support from donors and take responsibility for annual gifts, major gifts, and planned gifts, coordinating with the Executive Director and Senior Pastor on major gift and planned gift asks.
- Plan and execute effective donor cultivation, recognition and stewardship.
- Work with the communications director and coordinator for membership to coordinate regular articles, donor profiles, and financial information to educate donors and encourage their support.
- Secures Legacy commitments and major gifts to support special projects.

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- Provides consulting/coaching to lay leaders serving as “ambassadors” in soliciting planned giving on behalf of The White Memorial Foundation.
- Assists Generosity Committee Chair with identifying and recruiting lay leaders to serve on committees and conduct member visits.
- Manages and tracks all work and contacts with prospects and donors.
- Analyzes data and understands stewardship reporting
- Helps coordinate visit training, events, and communications related to initiatives.
- Works in close collaboration with Generosity Committee and clergy, developing action plans, cultivating ministry team participants and supporting senior pastor’s engagement with member households.
- Participates in Generosity Committee meetings and related ministry team meetings.
- Coordinates and oversees support for lay leadership in the planning and execution of annual giving campaigns.
- Assists in the facilitation of focus groups and other listening opportunities to develop cases for support by preparing presentations, taking notes, co-drafting reports/assessments.
- Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Able to work both independently and collaboratively within a team to assess needs and produce results.
- Able to develop and maintain positive and effective relationships with a wide variety of people with varying social, theological, and intellectual sensitivities, inside and outside the congregation.
- Uses diplomacy and tact and manages conflict appropriately; is approachable.
- Has working knowledge of estate planning practices and applicable tax laws.
- Able to effectively communicate through verbal, written, and electronic means.
- Demonstrates strong organizational skills.
- Able to maintain confidentiality.
- Able to read, interpret and analyze complex documents and financial statements.
- Able to use church computer hardware and software effectively.
- Personal qualities of integrity, credibility and a commitment to White Memorial’s mission.

SUPERVISORY RESPONSIBILITIES

- Provides program-related supervision for Coordinator for Membership and Discipleship and other approved stewardship-related positions or contract services as appropriate.

PHYSICAL AND MENTAL REQUIREMENTS

- Physical requirements include but may not be limited to: frequent sitting and standing; moderate driving, walking, handling of files, keyboarding, operating a telephone, and other office equipment; some lifting of up to 25 lbs.
- Mental requirements include but may not be limited to: intermediate math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

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CORE COMPETENCIES

Supervising Work: Has the ability to establish clear expectations with clear direction; sets goals and objectives; distributes workload appropriately; provides regular and ongoing feedback about performance; proactively addresses substandard performance; engages disciplinary processes in a timely manner.

Teambuilding: Blends individuals into teams when appropriate; leads the team successfully through difficulties and challenges, including conflict, diversity and inclusion issues within the team; builds excellent morale and spirit in his/her team; shares wins and successes; projects confidence and professionalism for the entire team; creates a feeling of belonging and motivates the team to excel.

Decision Making and Problem Solving: Uses sound logic to approach difficult problems and applies effective solutions; can distinguish between symptoms, causes and implied solutions; makes decisions in a timely manner based upon a blend of research, experience, risk-taking, and good judgment.

Organizational Knowledge: Knowledgeable in the dynamics of congregational communication, decision making and leadership works; recognizes how to get things done through formal and informal decision making channels; able to maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

Hiring and Staffing: Seeks to identify new talent; attracts and hires the most qualified and well-suited people; clearly defines the essential functions and core competencies of a role prior to hiring; selects capable and strong candidates; institutes sound hiring practices; strengthens the team through diversity.

Process Management: Utilizes a management system resulting in the responsible processes necessary to achieve goals; understands how to organize people and activities; manages time and tasks for efficient work flow; balances metrics appropriately; understands what to measure and how to measure it; accurately assesses opportunities for synergy and integration; and utilizes resources effectively to maximize efficiency.

Integrity and Trust: Viewed as a positive role model; regarded as trustworthy by others; communicates diplomatically and appropriately in direct, honest and transparent ways; responds to situations with constancy, reliability and respect.