



Job Description

Department: Development

Position: Director of Development

Reports to: Executive Director

Summary: The Director of Development is responsible for overseeing all fund-raising and community relations for the Lexington Rescue Mission in a way that glorifies the Lord. This includes managing the organization's major gift and annual campaign, including coordinating donor appeals and newsletters, acquiring new donors, reactivating lapsed donors, and increasing donor retention. The Director of Development also oversees the capital campaign, annual fund-raising events, grant writing and reporting, planned giving, and database management. This position oversees community and media relations and oversees our volunteer program. As the Director of the Development Division, this person manages two full-time fund-raising staff, a volunteer coordinator and a contract grant writer.

Responsibilities:

1. Lead and manage the Major Gift Officer who is responsible for qualifying a caseload of donors and developing relationships with those whose average gift is \$5,000+, creating individual goals for each donor on the caseload based on the donor's history of giving and the knowledge of that donor's potential, and creating a plan for each donor that will serve as a foundational communications and marketing plan for each person on the caseload. The Major Gift Officer is also responsible for securing capital campaign gifts.
2. Work with program staff to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with donors on the caseload to secure gifts, and to report back to the donor on how their giving is making a difference.
3. Plan and implement special events, including the fall banquet, the Walk for Warmth, and donor receptions to meet fund-raising goals, cultivate relationships with donors, introduce prospective donors to the ministry and give God glory.
4. Lead and manage the Volunteer and Outreach Coordinator, who is responsible for recruiting and managing volunteers, building relationships with churches and other

community outreach. Assist him/her in setting goals and objectives, developing strategies, and implementing those plans.

5. Lead and manage the Annual Giving Coordinator, who is responsible for the annual direct mail campaign, the monthly giving program, social media, media relations, Website updates, donor communications and developing marketing materials. Assist him/her in setting goals and objectives, developing strategies and implementing those plans.
6. Lead and manage the Development Coordinator who is responsible for entering gifts into Donor Perfect, receipting gifts in a timely manner and maintaining the integrity of donor information in the database. Ensure the Development Coordinator is also managing the process for receiving and maintaining in-kind gifts.
7. Build relationships with churches and parachurch organizations that are either prospective or lapsed donors to let them know how the Mission is available to support members of their congregation who are hurting, invite them to serve in local missions, and ask them for prayer.
8. Develop and implement an annual grants calendar to apply for funding from private foundations, corporate giving programs, and the government, as best fits the needs of the mission and as funding is available. Ensure funders receive proper recognition for their grants, maintain the necessary records and submit the required paperwork once funding has been received.
9. Coordinate a planned giving program.
10. Oversee the capital campaign to ensure goals are being met. Work with the Major Gifts officer to ensure the gift/pledge information is up to date, and that quarterly capital campaign updates and pledge reminders are being sent.
11. Provide the highest quality donor care, including responding to changes in donor information, donor requests, and donor complaints. Train the development team and the staff, as a whole, to ensure everyone provides quality customer service.
12. Pray regularly for donors.
13. Coordinate the receipt of non-cash gifts, such as vehicles, property, and appreciated securities, with donors as detailed in the Gift Acceptance Policy. Work with our partners at National Christian Foundation of Kentucky to accept these gifts, as needed.
14. Maintain accreditation through the Evangelical Council for Financial Accountability (ECFA) and support the Executive Director in maintaining accreditation through the Citygate Network.
15. Ensure the DonorPerfect Online database is maintained and donor information is accurate and securely stored. Ensure DPO conducts an NCOA update of the donor data, as required by the United States Postal Service, on a quarterly basis.

16. Participate in weekly meetings with the directors of each program division, and the executive director to set annual goals and strategies, create and monitor budgets, solve problems, handle personnel issues, measure outcomes, define our organizational values, maintain accreditation, and create a rich and positive working environment.
17. Call and thank planned giving prospect donors within 48 hours of making a gift. Send a survey and invitation to donors identified as Planned Giving Prospects. Follow-up with donors who indicate an interest in planned giving by calling, e-mailing, and sending notes to cultivate a deeper relationship.
18. Other duties as assigned.

Qualifications:

Personal

Organized, pays close attention to detail, strong team player, connects with people, able to manage multiple priorities, has a strong and growing relationship with the Lord, and is passionate about the ministry of the Lexington Rescue Mission.

Education and Experience

A bachelor's degree and three to five years of fund-raising experience is required. Experience in managing fund-raising and communications for an organization with a budget exceeding \$3 million is preferred. Supervisory experience is also helpful.

Knowledge

Understanding of effective fund-raising and marketing practices and professional ethics.

Skills and Abilities

Excellent interpersonal communication and public speaking skills; strong writing and graphic design skills; ability to effectively use donor software; ability to manage staff and volunteers; administrative skills; and ability to develop and implement both short-term and long-range plans. Driving for Mission business is required.