



Position Title: Development Director  
Reports to: Executive Director  
Schedule/Status: Full time (Exempt, Salary)  
Benefits: monthly health and phone reimbursements

**Objectives of the position:** This position is responsible for a diverse range of duties related to the fundraising efforts of Hope Clinic and plays a key role in providing high-level customer service and stewardship to our supporters, therefore providing operational support for the direct service ministry. As an ambassador of Jesus Christ, the Director of Development plans, implements, and coordinates fundraising, communications, and external relations strategies that will encourage, maintain, and increase philanthropic support to meet the short and long-term needs of the pregnancy clinic. The main objective of this position is to raise donations and substantially improve relationships with the donor base. By providing high-level donor stewardship and cultivation, this position will ensure that we achieve our goals in fundraising, donor development, and retention. These activities shall be consistent with the mission and objectives of the organization. They shall reach the community's individuals, corporations, churches, and para-church organizations.

#### **Qualifications and Skills:**

- Strong communicator with excellent written and verbal communication skills.
- Committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Strong skills in interpersonal communication, public speaking, and problem-solving
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Energetic, friendly, and professional.
- Fantastic customer service, ethics, and high expectations for quality.
- Applied understanding of basic fundraising principles and development best practices
- Excellent writing, editing, and proofreading ability
- Strong organization and time management skills.
- Strong problem-solving and analytical skills.
- Ability to manage priorities and workflow
- Ability to work independently without close oversight.
- Experience with online fundraising, email marketing, and Internet research
- Working knowledge of general graphic design and computer skills to include but not limited to WORD, EXCEL, PowerPoint, Adobe, WordPress, and Canva. Etc.
- Technology related to the use of projectors, video equipment, and networking of systems to produce presentations.
- A valid driver's license and Proof of Automobile Insurance
- Ability to pass a criminal background check

## **Education and Experience Requirements:**

- Bachelor's degree in business, sales and marketing, communications, related field, or
- Related master's degree preferred
- A minimum of two years of fundraising or non-profit development
- Previous management experience is a plus
- Proven track record of meeting fundraising goals and securing significant gifts

## **Job Responsibilities:**

### **I. Development and Administration**

- Prepare an annual operating plan for the development activities within the community to include objectives, activities, goals, and a model for evaluating its effectiveness and budgetary requirements.
- Coordinate, plan, and execute current organization activities supporting the annual fundraising: banquet, Baby Bottle Boomerang Campaign, walk, and state income tax credit program (Pregnancy Resource Act).
- Design, implement, coordinate, and evaluate programs in the following areas of fund development: annual giving, major gifts, planned giving, annual and special events, and other ongoing activities
- Conduct thorough prospect research and identification activities for the pregnancy clinic: devise and implement specific strategies to develop relationships with individuals donors and community churches; cultivate these relationships to expand the ministry's donor base
- Participate in the overall development of strategic plan/annual event planning.
- Create fundraising materials to promote all fundraising events
- Manage and update the portfolio of donors and church contacts, ensuring accurate recording of donations and data in donor management platforms.
- Prepare and present monthly reports on development programs' progress, effectiveness, and efficiency. Identify problems in meeting objectives and recommend solutions.
- Manage grant writing and identification of new fundraising opportunities
- Devise a strategy to develop a planned giving campaign
- Generate donor communications, newsletters, and annual reports.
- Accept assignments not specifically delineated above, as requested by the Executive Director.

### **Public Relations**

- Develop and maintain strong working relationships with key contacts within the community: this includes businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising opportunities within these groups and recommend a course of action for entering these markets
- Representing the organization in civic organizations and other public forums to enhance development efforts of the pregnancy clinic.
- Develop the ministry's public relations and marketing efforts, including but not limited to promotional brochures, radio and television exposure, and community appearances, including those of the Development Director and Executive Director.

### III. OTHER RESPONSIBILITIES:

- a. Complete Hope Clinic Orientation training.
- b. Read and become familiar with Hope Clinic's Employee Handbook.
- c. Attend staff meetings as requested.
- d. Attend staff devotions
- e. Conflict Resolution and Grievances-refer to Employee Handbook
- f. To commit to our policy of confidentiality
- g. Pray before you start your day at the clinic, and ask someone outside the clinic to pray for you.
- h. Uphold the Commitment to Care and Competence, Core Values, Mission and Vision, Statement of Faith, and clinic policies.
- i. Be Hope Clinic's messenger to the community.

The first 90 days of continuous employment at Hope Clinic are considered a probationary period. During this time, you will learn your responsibilities, get acquainted with fellow employees, and determine whether you are happy with your job. The Executive Director will closely monitor your performance.

Upon completion of the probationary period, your supervisor may review your performance. If Hope Clinic finds your performance satisfactory and decides to continue your employment, the Executive Director will advise you of any expected improvements. Completing the probationary period does not entitle you to remain employed at Hope Clinic for any definite period. Instead, it allows you and Hope Clinic time to evaluate whether you are right for the position.

#### **Employer's Responsibilities**

\*Annual review of Personnel Policies and Procedures provided by the Executive Director

\*Receive an annual evaluation regarding operational matters and job performance by the Executive Director.

\*Hope Clinic is an equal-opportunity employer.

\*\*This information is PRIVATE and CONFIDENTIAL.