



JOB DESCRIPTION

JOB TITLE: Development Director

DATE PREPARED: November 1, 2022

GRADE: 12 EXEMPT

FULL or PART TIME: Full Time

DIVISION & DEPARTMENT: Advancement

REPORTS TO: Donna Pennell

TITLE: Vice President for Advancement

A. ACCOUNTABILITY OBJECTIVE:

The Development Director for Advancement is responsible for identifying, acquiring, retaining, cultivating and growing major donors to Walk Thru the Bible. A major donor is defined as someone who gives Walk Thru the Bible, on average, \$10,000 a year.

B. DIMENSIONS:

The Advancement division is responsible for raising funds, which in turn, support the mission and vision of Walk Thru the Bible. The Development Director will be responsible for an annual revenue target which will enable the division to reach its goal. Development Directors are expected to work together to accomplish both individual goals and the division goal. As a result, Development Directors must be able to work collaboratively to accomplish both personal and division goals. If the position offices somewhere else besides Atlanta, monthly visits will be required to the Atlanta office in order to foster this.

The Development Director will have some key support in the areas of data management and preparing collateral material for donor events and "asks" but he/she will need to provide his/her own administrative support in the way of setting appointments, booking travel, letter preparation and mailing, and meticulously maintaining information in Salesforce as it relates to donor contacts.

In addition, the Development Director must meet the following personal qualifications:

- A committed follower of Jesus Christ, demonstrated by an intimate knowledge of Scripture, an active prayer life, a humble spirit, and active involvement in a local church.
- A high degree of personal integrity, handling both personal and professional affairs honorably and keeping commitments.
- The ability to relate well with a variety of people.
- The ability to work well in a team environment where the input of others is welcomed and encouraged.

C. ORGANIZATIONAL RELATIONSHIPS:

The Development Director reports directly to the Vice President of Advancement. He/she has peer relationships with the entire Advancement Office. This includes Development Directors, the Manager of Donor Services and the Operations Manager.

In addition, there will be collaborative relationships with other Walk Thru the Bible staff and with international partners.

D. MAJOR DUTIES:

1. Compellingly articulate the mission, vision, ministry, and funding needs of Walk Thru the Bible.
2. Secure financial support for the work of Walk Thru the Bible by utilizing the moves management cultivation strategy (identify, research, communicate, involve, ask, thank, report) in working with partners within the assigned territory.
3. In partnership with the VP for Advancement, develop and execute comprehensive plan for reaching revenue targets for assigned region.
4. Articulate effectively a "stewardship theology" that ministers to the partner and helps them to recognize and fulfill their role as stewards of God's resources.
5. Identify and follow up on opportunities to present Walk Thru the Bible to new potential partners to ensure growth in ministry support within the territory. Networking capabilities are extremely important for growth of income.
6. Focus on cultivating major level supporters with the capacity to give at the \$10,000 level and above. The Development Director will have the ability to successfully retain their partnership, and to increase their giving levels.

7. Plan and execute, with the help of Walk Thru the Bible international partners and the Major Donor Team, "Vision Trips" to the field for potential and current major donors.
8. Keep abreast of the ministry of Walk Thru the Bible by interfacing with international partners and visiting projects. Be able to effectively describe any Walk Thru the Bible project, the cost to accomplish the project, and the expected ministry outcomes to donors.
9. Leverage speaking opportunities for the President/CEO, other senior executives and key international partners, in order to build awareness of Walk Thru the Bible and its ministry and help secure funding for any of its projects.
10. Ensure gifts from major donors are assigned, acknowledged and reported properly with timely information and updates on the ministry the gifts accomplish.
11. Submit weekly and monthly reports as requested to the Vice President for Advancement, participate in regular conference calls, and attend required team meetings for the purpose of strategy and evaluation.
12. Be able to articulate your personal walk with Jesus Christ and relate it to the ministry of Walk Thru the Bible.
13. Be able to relate your own personal giving to God's Work and the positive impact it has had on your life and the life of your family.

E. SCOPE OF POSITION

1. Assignment, review and approval of work: This position reports directly to the Vice President and work is assigned, reviewed and approved by the VP.
2. Responsibility and decision-making authority: This position, working in conjunction with the VP for Advancement, is responsible meeting its targets and developing the strategies to meet those targets.
3. Contacts: This position will interact with all Walk Thru the Bible staff and International Partners.
4. Specialized or technical knowledge: Professionally – Minimum of five years major donor fundraising experience or experience in a related field; excellent communication skills, both written and verbal; the rare combination of being people-oriented, detail oriented, and direct enough to ask for large gifts; self-motivated and able to work independently; minimum of an undergraduate degree.

5. Major or unusual problems: This position requires both domestic and international travel. Estimates are that domestic travel will require up to 40% of the time allotted to this position and international travel will require 5-10%. International travel may often involve difficult circumstances where standards of food and accommodations are below the norms usually experienced in North America. Travel during the first year of employment will probably be above these percentages.

Approvals:

Position Supervisor

Date signed

Vice President for Division

Date signed

Vice President of Administration

Date signed