



Position Description

Position Title: Director of Development
Reports To: President
Hours/Location: Part-Time, 20 hours to 24 per week, Fully remote

SUMMARY

The Director of Development is the senior fundraising manager and works closely with the Founder/President, Chief Financial Officer, and the leadership team. He/she is responsible for cultivating and developing loyal donors.

QUALIFICATIONS/REQUIREMENTS

- Experience in Christian non-profit ministries fundraising preferred, including the use and management of donor software.
- Proven vision and skills to develop and implement donor programs working in a virtual office environment.
- Personal qualities of integrity, credibility, and commitment to the mission and ministry.

ESSENTIAL JOB DUTIES

- Work closely with the Founder/President on strategies to maintain relationships with major donors and identify potential new donors.
- Utilize donor database information to produce customized lists for different activities.
- Identify potential foundations and corporate donors to apply for grants.
- Collaborate with program leaders to create appropriate messaging and appeals.
- Directs all aspects of Legacy Coalition fundraising and development efforts to include:
 - Donor Advised Fund providers (ie National Christian Foundation),
 - Foundations and Grants research; writing and applying for grants,
 - Develop, maintain and expand donor communication streams, including email, social media, Direct Marketing and receipting,
 - Plan and implement donor and fundraising events.
- Gather and effectively communicate donor information to individuals at all ministry levels: senior management, the Board, and outside partners when appropriate.
- Lead a Donor Management team in a virtual office environment.

GENERAL REQUIREMENTS FOR ALL POSITIONS

- A Christian, willing to sign the Legacy Coalition Statement of Faith.
- Preferably a grandparent, or soon to be one.
- Able to work in a virtual environment and participate in meetings via telephone or internet technology platform (currently ZOOM).
- Retired or working part-time.