



Love In the Name of Christ of Kalamazoo County
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 Kalamazoo, MI 49006
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Director of Development – Position Description

Job Title:	Director of Development	Position Type:	12 hrs/wk min., hourly
Salary Range:	\$13-\$17/hour	Travel Required:	Frequent local travel
Date Posted:	July 30, 2013	Posting Expires:	When position filled
Application Submission:	Email or Mail completed application to Kim Sandelin, Executive Director(see contact information above)		
Application Documents:	Cover letter, resume', and minimum of 2 references		

Summary:

The Director of Development is responsible for fundraising for Love In the Name of Christ of Kalamazoo County (Love INC). These duties include, but are not limited to: Direct fundraising contacts with churches, businesses, and individuals; oversight of financial development for the organization; and marketing of the ministry of Love INC. This position reports directly to the Executive Director, with sidebar reporting relationships to the Administrator and Communications Director. The Director of Development shall work a minimum of 12 hours/week. Additional hours are negotiable and dependent upon fundraising results.

Responsibilities:

Financial Development

- Raise three to six times their monthly salary in new revenues by the beginning of the fourth month of employment.
- Develop, organize, and execute regularly-scheduled fundraising events; including at least two large community events annually.
- Within the first year, diversify the available income streams for Love INC to include grants as well as a minimum of a 20% increase in business donations.
- Collaborate with the Communications Director to ensure that funding events are being appropriately advertised and that donors are being appropriately acknowledged for their contributions.

Responsibilities, cont.:Strategic Development

- Develop strategies to be implemented with the Executive Director to increase local churches' financial support of Love INC.
- Provide to the Executive Director and Board of Directors a draft comprehensive financial plan for raising funds for the organization by the end of the sixth month of employment. Continue to revise and implement the "plan" through the first full year of employment, based on Executive Director and Board of Directors approvals.
- Present to the Board of Directors a final comprehensive financial plan for the organization by the end of the first year of employment.

Desired Qualifications:

- Agree to and fully support Love INC's statement of faith and be dedicated to Christ-focused ministry.
- Possess the minimum of a high school diploma and preferably have post high school education in marketing or a closely related field.
- Should have a minimum of 2 years' experience in fundraising, preferably in the nonprofit/Christian ministry sector. Should have verifiable experience in raising significant funds in excess of annual salary for the position.
- Professional presentation with excellent verbal, written and interpersonal communication skills.
- Ability to work independently and responsibly, and enthusiastically represent Love INC when communicating with current and potential donors to the organization.
- A strong self-starter and motivator with an energetic, "can-do" attitude.
- Ability to set and meet realistic goals, establish work priorities, organize people and materials to reach goals, and handle pressure well.
- Proficient computer skills, including MS Office Suite and Social Media applications.
- Possession of a valid Michigan Driver's License.

Disclaimer

The above statements are intended to describe the general nature and level of work to be performed by the person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required of the person in this position. The listed duties may be changed at the discretion of the Executive Director.

"Mobilizing local churches to transform lives and communities In the Name of Christ"