

## Director of Development

Principle function: The Director of Development is responsible for creating, submitting, implementing, and managing a total financial development program for the ministry.

### Job Duties:

1. Review past fundraising efforts
2. Review and update all development literature
3. Establish and maintain Database for fund raising
4. Create a Development Master Plan which includes goals and strategies for annual fund operations, special capital or project needs and the endowment fund.
5. Train staff to skillfully execute the Development Master Plan and prepare the messengers to communicate the plan with competence.
6. Plan, implement, and evaluate special fund raising events.
7. Research the donor base, list prospects, make appointments and solicit donors for major gifts using the most logical link/contact between IDES and the prospective donor.
8. Implement a direct-mail program (includes maintaining appeals calendar, timeliness of mailings, preparation of content/photos, selection of recipients).
9. Implement and manage a major campaign to increase the Endowment Fund of IDES when it is deemed appropriate given current donor base, resources, etc.
10. Occasionally go to the bank with deposits
11. Create and maintain a volunteer data base to help with projects in the office.
12. Actively oversee mass mailings from the Kempton office.
13. Fill out annual questionnaires from Church's requesting reports & information.

### Working Relationships:

Responsible to: Executive Director

Works closely with: Executive Director, Bookkeeper, Promotional Designer & Board of Directors

### Skills Required:

A self-starter  
Outgoing & meets people well  
Able to handle multiple tasks  
Computer Literate  
Writing  
Knowledgeable & experienced in fund-raising

### Spiritual Gifts needed:

Preaching & teaching  
Administrative  
Giving  
Mercy  
Understands Biblical Stewardship

Time required: 40+ per week

Length of service: Indefinitely

Compensation: Negotiable

