



Position Title: Director of Development

Reports to: Senior Pastor

Job Description

Full time, salaried

Job Summary

This full-time position supports and contributes to the RLC mission by directing and supervising development and communication of opportunities and goals. The Director of Development will be responsible for planning, implementing , and evaluating a comprehensive development and donor relations program.

Major responsibilities

65% - Donor Relations

- Tell the story of the mission and ministry of RLC and how gifts support, sustain and grow our ministries
- Identify philanthropic opportunities to support the church and advance its mission
- Develop relationships with donors and prospective donors
- Develop innovative methods to identify and engage in new relationships
- Continually update and share knowledge of traditional and emerging giving methods including deferred giving, non-cash gifts, and their tax implications
- Recruit, organize, and work with volunteers to facilitate specific fundraising initiatives
- Complete accurate and timely reports on donor/prospect activities, and employ discretion and security of this information
- Leading, supporting and encouraging the stewardship and endowment committees, including evaluation and revision of current structure and purpose
- Develop a relationship management strategy for Roseville Lutheran

25% Communication/Marketing

- Develop, implement, and manage a comprehensive annual and long-term development plan for RLC fundraising and stewardship
- Develop strategies that build and strengthen relationships with church leaders and parishioners
- Provide budget planning and oversight for the RLC development program

10% Other

- Plan, develop, and implement opportunities to engage the congregation in understanding and considering supporting the church
- Organize recognition opportunities and events

Qualifications

- Bachelor's degree in business, marketing/sales, communications/public relations, or related fields in nonprofit management, or fundraising
- At least 4 years of experience in key aspects of development or related fields
- Demonstrated experience developing creative strategies leading to successful fundraising outcomes
- Strong oral and written communication and presentation skills
- Strong listening and interpersonal skills
- High energy level, thoughtful and creative in identifying and cultivating donors
- Competency with development and data software

Preferred attributes

- Demonstrated experience in cultivating, soliciting, and stewarding major gifts
- Successful recruitment, training and management of volunteers

Job description date: September 29, 2020