

# Position Description

Job Title	Director of Mission Funding
Reports to	Bishop Diocesan
Directly Supervises	Assistant Director of Mission Funding & Human Resources
Schedule	Full-time
Effective Date	January 1, 2026

## Job Summary

The Director of Mission Funding provides strategic leadership for all philanthropic initiatives of the Episcopal Church in Alabama, developing and executing comprehensive annual and long-range fundraising plans that advance the mission of the Church. This role oversees donor cultivation, solicitation, and stewardship; identifies new funding opportunities; manages grant research and writing; and strengthens both annual giving and planned giving programs. The Director supports diocesan ministries and parish stewardship efforts, maintains accurate donor records, and leads diocesan capital campaigns in partnership with the bishop when needed. Serving as a key liaison to multiple diocesan committees and foundations, the Director fosters strong relationships, ensures alignment with diocesan priorities, and communicates effectively across diverse constituencies. This position requires exceptional organizational, communication, and relationship-building skills, as well as deep knowledge of the Episcopal Church and a commitment to advancing its mission through generosity.

## Roles and Responsibilities

*Note: Annual objectives and measurement goals will be determined with a direct supervisor by December 15 each year. It is recommended that there only be 4-6 goals matching the responsibilities below.*

- Develop and implement a comprehensive annual and long-range plan for development/fundraising for the Episcopal Church in Alabama
  - Identify, prioritize, cultivate, solicit, and steward donors
  - Identify new fundraising sources
  - Craft and submit grant applications
  - Create a strategy for annual appeals alongside the bishop including the Easter Fund and Covenant Renewal appeals
  - Enhance and maintain the planned giving program

- When a capital campaign is needed, spearhead this effort with the bishop
- Maintain donor information within the Ministry Platform database.
- Promote and support parish stewardship programs by offering in-person or virtual consultation services to parishes and providing relevant resources through diocesan-wide communications
- Support the fundraising efforts of diocesan ministries; including Camp McDowell, Special Session, and Sawyerville, by offering guidance and maintaining a diocesan fundraising calendar
- Serve as Staff Liaison to the Department of Development, the Alabama Episcopal Foundation Board of Trustees, the Department of Mission and Outreach, the Task Force for Creation Care, the Committee for the Companion Diocese of Honduras, the Maria Campbell Bouchelle Scholarship for Children of Episcopal Clergy, and the Uniontown Water Project

## Other Responsibilities

- Participates in Staff Meetings and Staff Retreats
- Participates in Diocesan Council, Clergy Conference, and other diocesan gatherings and retreats as needed
- Participates in continuing education to maintain knowledge of current fundraising & development methods and trending church information
- Other duties may be assigned to support the bishop and diocesan priorities

## Qualifications and Requirements

Bachelor's degree required. Master's degree preferred.

Certified Fundraising Executive (CFRE) preferred.

Minimum of three years fundraising

*Helpful to have at the onset or ability to learn:*

Extensive knowledge of the Episcopal Church, the Episcopal Church in Alabama, and the Constitutions and Canons of the Episcopal Church.

## Core Competencies

Exceptional communication and relationship-building skills: Confident public speaker, ability to connect with and build relationships with potential and current donors.

**A passion for research:** Able to use tools for identifying funding opportunities, including grants. Able to effectively write grants that effectively match grant opportunities with diocesan funding needs.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

**Organizational Knowledge:** Knowledgeable about how communications, decision-making, and leadership work within the Episcopal Church; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers

**Helping Orientation:** Demonstrates concern for and attends to the needs of constituents; projects a sense of empathy and understanding when dealing with members and friends of the Diocese; is able and willing to supply answers and resources that others find satisfying. Returns all calls and responds to all emails within 48 hours.

**Team Player:** Is eager to carry out the bishop's vision and the staff goals in collaboration with fellow staff members and the parishes.

### Acknowledgement

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_