Fund Development Manager

Position Purpose
To provide organizational sustainability through donor development, special events.

Ministry Description
The Fund Development Manager is responsible for Servants’ fundraising efforts as a Christ centered organization focused on serving Christ through serving others. The Fund Development Manager will provide administrative and strategic oversight for Servants’ fundraising programs. The job includes fund development, information management, financial administration and fiscal reporting while implementing fundraising activities for our regular programs and our grant making programs. The Fund Development Manager reports directly to and works closely with the CEO. The Manager will also be responsible for developing and maintaining active and productive relationships with board members, donors and administration.

Primary Responsibilities:

Development Program: Plans, directs and implements a comprehensive development program that generates individual donors, foundation, philanthropic and various corporate support

- Works as part of integrated team to build the assets of the organization
- Manages a fund development program that includes the annual fund plan, foundation and corporate gifts, special events and planned giving
- Oversees and implements strategies that will grow annual donations, writes proposals and secures funding from corporate and foundation donors
- Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects
- Supports the Volunteer Events Coordinator in planning and organizing Servants events
- Manages individual donor campaigns and special appeals
- Works to secure progressive and/or socially responsible business partners for projects
- In coordination with CEO, manages a portfolio of donors and prospects
- Manages organizational donor database – Enters donations, creates profiles and tracks donors and prospects; and, in coordination with staff, issues email announcements as necessary
- Develops, markets and implements a planned giving program to ensure Servants’ long-term financial health
- Assists CEO and Board of Directors in managing portfolios of major donors and prospects
- Collaborates with staff and volunteers to ensure that publications and website include donor-focused content
- Plan donor cultivation and solicitation tactics, develop marketing and communications strategies, train volunteer solicitors, and recommend action needed to board of directors and committees to maintain momentum of the fundraising efforts

Servants Grant Making Program – Fund Management: Manages an effective campaign to fund the grant making program

- Leads staff in the research, identification, cultivation, solicitation and stewardship of major gifts prospects, with emphasis on foundations
• In coordination with CEO, builds and sustains relationships with current, new and potential grant-giving organizations and individuals
• Prepares letters, grant proposals and other reports or materials needed for effective cultivation and solicitation of prospects
• Maintains an accurate grants calendar and transmits this information monthly to the CEO
• Maintain records for all expenses and administrative fees in relation to the grant programs
• Provides organizational information and support to all inquiries; provides information on grant program progress; develops materials and approaches to facilitate work; and follow up with inquiries as needed
• Collaborates with CEO on drafting progress reports on grant program activity and other external and internal communications related to the grant program
• Serves as a representative of the organization before public audiences as requested
• Builds fundraising capacity of grantees

Board of Trustees Relations:
• Works with the Development Committee of the Board of Directors and the CEO to develop strategies to initiate and meet aggressive fundraising goals
• Develops fundraising training for Trustees and other leadership volunteers
• Assumes responsibility for all Development reports to the Board and other agencies, and attends Board meetings as required
• Assists the Board with recommending and researching potential new members

Communications: Works with staff, and board to ensure strong communications across all program areas to strengthen Servants’ overall effectiveness
• Collaborates with staff, board and grantees to gather stories and statistics that demonstrate the organization’s work of grantees and donors
• Along with staff and Board, represents Servants at public events, conferences, workshops and media events.
• Coordinates public relations activities with CEO’s schedule.

Management: Performs general management responsibilities, including annual plans, budgets, reports, and evaluation and oversight of gift tracking systems
• Prepares annual development plan to corresponding budget outlining revenue and expenses; monitors progress against goals and produces monthly reports
• Works as an effective and proactive team player

Team Culture: Participates in regular staff team building, training and spiritual development activities.
• Participates in quarterly staff sabbath on the 5th Friday of the month.
• Participates in the daily and weekly staff prayer times.
• Attends the weekly staff meeting including the spiritual development exercises.
• Attends staff training when applicable.

Education and Experience:
• Bachelor’s degree preferred, Advanced degree preferred
• Minimum three years of experience in charitable fund development
• Demonstrated success in securing major and annual gifts from individuals, churches, foundations and corporations

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• Demonstrated success in meeting annual fund goals, development management, sponsorships and special events
• Demonstrated success in working as a member of a team and developing effective working relationships with staff, volunteers and donors
• Excellent written/oral communication skills
• Demonstrated track record with respect to detail orientation and accuracy
• Computer literacy and competency with electronic donor tracking systems
• Demonstrated Commitment to Christ and an understanding of the role missions plays in fulfilling the Great Commission to make disciples of all people
• Demonstrated success in soliciting and securing major gifts from individuals

Knowledge, Skills and Abilities:
• Strong knowledge of principles, ethics and practices of successful fundraising
• Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines; ability to plan, prioritize, coordinate, and manage own work; ability to work unsupervised and make decisions and solve problems independently, effectively and creatively
• Ability to work well under pressure
• Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing
• Ability to manage and share pertinent information with staff and board
• Proven ability to work effectively with board members, colleagues, donors and volunteers
• Ability to present, inform and motivate individuals and groups about Servants’ mission and philanthropy
• Goal-oriented, persistent and persuasive in the contact, follow-through and completion of acquiring donor gifts
• Thorough, organized and detail-oriented approach to work
• Understands the confidential nature of fundraising efforts and donor information, and maintains confidences

Physical Requirements: Requires sitting at a computer for up to 8 hrs/day. Ability to lift 30 pounds.

Salary: Competitive and dependent upon the qualifications of the applicant.

Send cover letter and resumes to trent@servants.org