**POSITION: Director of Development**

**DATE: 1/9/2020**

**Position Type:** Salaried Full Time Position

**APPROVED BY:**

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**BASIC PURPOSE:** The Director of Development serves as the lead fundraiser for Katallasso Family Health Center (KFHC). The person is responsible for all fundraising initiatives, including but not limited to: building the donor base, fundraising appeals, establishing deep face to face donor relationships, grant writing, fundraising events and sponsorships and regular donor communication. The Director of Development is responsible for meeting financial fund-raising targets set in collaboration with the Board of Directors.

**ESSENTIAL FUNCTIONS:** (Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary. Listed by order of importance.

1) **Fund Raising:** All aspects of fund-raising activities including the development and implementation of an annual comprehensive fund-raising strategy. This includes grant writing, program drives and outreaches. Current development includes leading participation of Give Local York, annual Breakfast fund-raiser, connection to individual, organizational and business donor partners plus holiday fundraising drives. An increased effort to re-establish giving from local churches will be a key role for the position moving forward.

2) **Donor Relationships:** Maintain and continue building strong connections with our donor base. This should primarily be done face to face but supplemented using IT donor tools.

3) **Financial Responsibility:** Development of a yearly fund-raising budget (board approved) and meeting or exceeding the net target of that budget.

4) **Capital Fundraising:** In periods of ministry growth concerning any activities that require additional capital investments, this position will be responsible for capital fund-raising campaigns outside the normal fundraising budget.

5) **Media, Communications, Advertising & Marketing:** Oversee all aspects of the organization’s public image, including serving as the organization’s spokesperson, handling media inquiries, advertising and marketing.

6) **Personal Development (ministry/ scriptural):** Pursue continual personal development through active participation in courses, seminars, education and training (budgeted funds will be available for this purpose).

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**ESSENTIAL FUNCTIONS DIRECTLY RELATED TO OPERATIONS:**

- Understand the nature of all KFHC programs and activities and tells this story to the community through ongoing fundraising and community relation campaigns.

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**POSITION QUALIFICATIONS:** To perform at a proficient level and be fully qualified, a person would be expected to have:

- Required: Christian Orientation
- Required: Non-profit fund-raising experience
Required: Networking & Social Skills
Required: Communication & Presentation Skills
Preferred: Leadership Experience

**JOB QUALIFICATIONS:**
- 5+ years in non-profit fund-raising
- Knowledge and use of common fundraising software tools

**ATTRIBUTES:**
- Salary 50-55k Plus Benefits (negotiable)
- Full Time Salaried Role, ~40 hour work week
- Occasional nights and weekends required

**CHARACTER ATTRIBUTES FOR THIS POSITION:** To perform at a proficient level and be fully qualified, a person would be expected to exhibit the following characteristics:
- Integrity
- Humility
- Calling from God
- Servant Leadership
- Be Spirit Led
- Family Orientation
- Be Church Planted

**OTHER QUALIFICATIONS:**
- Self- Starter: Makes things happen
- Faith Lead: Will persist when it is difficult
- Passion: Can lead and persuade others to follow
- Mature Faith: Proven history of accomplishment in following the Lord
PHYSICAL DEMAND ANALYSIS

DESCRIBE WORK ENVIRONMENT: 40-45 Hours a week.

Room temperature environment. Travel is responsibility of the incumbent position.

SUMMARIZE THE PHYSICAL DEMANDS ASSOCIATED WITH THIS POSITION:

Some walking and stairs, primarily sitting in an office environment situation.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

PLACE AN X IN THE APPROPRIATE COLUMN: "O" = OCCASIONAL, "F" = FREQUENT, "C" = CONSTANT.

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<th>FREQUENCY OF ACTION</th>
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Scale: OCCASIONAL 0-
        FREQUENT 34-
        CONSTANT 67-