



Job Description
Development Director

Objectives: The Development Director plans, implements, and coordinates fundraising and outreach efforts that will encourage, maintain, and increase philanthropic support to meet the short and long-term needs of Central Texas Life Care (CLC). These activities shall be consistent with the mission and goals of the ministry and shall reach individuals, corporations, churches, and para-church organizations in the community.

Reports To: Executive Director.

Supervises: The Development Director does not directly supervise any staff member. The Development Director will occasionally supervise volunteers with specifically assigned tasks for which the Development Director has been trained and designated to oversee by the Executive Director.

Qualifications: The Applicant should:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Principles, Statement of Faith, and policies of CLC.
4. Have a bachelor's or master's degree, preferably in a helping, marketing or development field, or related experience equivalent.
5. Have previous experience with non-profit development including marketing and social media outreach.
6. Have one-year minimum experience as a volunteer in some ministry capacity.
7. Exhibit strong skills in interpersonal communication and relationship building, public speaking, and problem solving ability.
8. Demonstrate proficiency with Microsoft Office products and various social media platforms.
9. Be a person of demonstrated integrity, maturity, and sound judgment, capable of establishing a sound development program.
10. Be self-motivated, dependable and able to carry out responsibilities with little or no supervision.

Responsibilities:

1. In conjunction with the Executive Director, design, implement, coordinate, and evaluate programs in the following areas of fund development: annual giving, major gifts, planned giving, special events and other ongoing activities. In areas of community outreach and development: social media management, marketing, and newsletter.
2. Coordinate ministry and marketing activities in support of annual fundraising events including contributing to grant applications.
3. Conduct thorough prospect research and identification activities for the Center; devise and implement specific strategies to develop relationships with individual donors and community churches; cultivate these relationships to expand community engagement and the ministry's donor base.
4. Develop and maintain strong working relationships with key contacts within the community; this includes businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising and outreach opportunities within these groups and recommend a course of action for entering these markets.
5. Represent the ministry in civic organizations and other public forums to enhance development efforts for CTLC.
6. Interact with Executive Director to relate client or volunteer needs, progress of the Center, problems, goal setting and implementation
7. Work closely with the Executive Director to develop the ministry's public relations and marketing efforts including, but not limited to, promotional brochures, Social Media exposure, and community appearances by board, staff and volunteers.
8. Follow operational policies and procedures necessary for consistent operation of the Center with Executive Director approval
9. Report in a timely manner, the monthly and annual progress, effectiveness, and efficiency of fundraising and development programs conducted by the Center; identify problems in meeting objectives and recommend solutions.
10. Be responsible for organizing and implementing all functions related to fund development: annual giving, major gifts, planned giving, special events, and other ongoing fundraising activities.
11. Be responsible for updating policies and procedures, manuals and forms as deemed necessary.
12. Provide peer counseling and services for clients when volunteers are not available
13. Be readily prepared to be a CTLC team player when asked to perform "extra" duties to insure that CTLC runs smoothly.
14. Other duties as assigned