



## PART-TIME DEVELOPMENT DIRECTOR JOB DESCRIPTION

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### POSITION SUMMARY:

The Director of Development is responsible for planning, organizing, and directing all of Gethsemane Lutheran Church and School's fundraising including, grant writing, corporate donations, special events, and capital campaigns. The Director reports to, and works closely with, the Director of Operations, and the Senior Pastor in all development and fund raising endeavors.

### QUALIFICATIONS:

- Must embrace the mission of Gethsemane Lutheran Church and School
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Grant writing skills including:
  - Excellent written communication skills
  - Top-shelf research skills
  - Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money
  - Great organizational skills
  - Being able to understand and execute complex instructions
  - Outstanding computer skills
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree.
- 2 years minimum experience in professional fundraising.

### ACTUAL JOB RESPONSIBILITIES:

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation, and solicitation of major donors.
3. Oversee grant seeking including research, proposal writing, and reporting requirements.



4. Direct capital campaigns and other major fundraising drives.
5. Coordinate fund raising special events.
6. Work closely with the Director of Operations, and Senior Pastor.
7. Coordinate Development Committee meetings.
8. Create and oversee fundraising database and tracking systems.
9. Oversee creation of publications to support fund raising activities.
10. Maintain gift recognition programs.
11. Demonstrate professional conduct at all times.
12. Perform other related duties as requested.

**SALARY/BENEFITS:**

Competitive/commensurate with experience and other qualifications.

**APPLICATION:**

E-mail resume to Frank Marchio at [fmatchio@geth.org](mailto:fmatchio@geth.org)