



Job Description

Job Title: Director of Development

Reports To: Executive Director

Department: Support Services

FLSA Status: Exempt

Salary Range: \$65,000 - \$70,000

Primary Purpose of Job: To advance Peaceful Living's mission and vision. Share Peaceful Living's story with its many constituent groups. Cultivate generous support for its programs thereby enabling the charitable purposes of Peaceful Living to thrive. Lead with values that are consistent with Anabaptist principles.

Essential Job Functions:

- Foster a joyful culture of philanthropy throughout the organization.
- Understand Peaceful Living's strategic plan and priorities, integrating them into the fundraising action plan.
- Develop and implement a comprehensive fundraising plan to attract and steward financial resources to meet the short and long-term needs and aspirations of Peaceful Living. The highest priority within the plan will be to cultivate and maintain meaningful relationships with stakeholders. The primary method of relating will be face-to-face meetings.
- Work with the Board Fund Development Committee on ongoing programs and events
- Oversee all efforts to achieve the Annual Fund and board giving income goals.
- Lead individual donor prospecting; contribute to Board member prospecting.
- Lead stewardship via phone calls, mailings, and digital communications.
- Take primary responsibility for stewarding relationships with foundations.
- Write and file grant applications.
- Lead year-round grant prospecting.
- Fully use Peaceful Living's CRM, DonorPerfect, and leverage it for all fundraising tasks, including prospecting, cultivation, stewardship, reporting, and financial reconciliation.
- Manage the receipt and administration of all gifts. In collaboration with the Finance Department, ensure that all fundraising records and reporting are consistent and compatible with financial recording, reporting regulatory and legal requirements.
- Develop and gain approval for an annual income and expenditure budget for the fundraising program. Prepare regular reports on progress, receipts, and related expenditures. Monitor expenses and analyze budget reports, recommending changes as necessary.
- Cultivate relationships with faith communities, building relationships and securing speaking engagements.
- As determined by the goals and objectives of the fundraising plan, provide oversight and coordination for fundraising events within Peaceful Living. Ensure that events are well planned and executed and provide the appropriate level of involvement from

individuals, team members, board members, donors, vendors, and community members with a special focus on integrating Peaceful Living's mission and values throughout.

- Coordinate volunteer opportunities.
- All other job duties as assigned.

Other Job Functions:

- Ability to work flexible hours based on the needs of Peaceful Living. Hours may involve weekends and evenings. Limited travel may also be involved.
- Contribute to the development and implementation of Peaceful Living's policies, procedures, and standards.
- Comply with the policies and procedures of Peaceful Living as well as the requirements set forth by the Department of Human Services and the Department of Health.
- Maintain compliance with the Training Policy inclusive of all mandatory training.

Knowledge/ Skills/ Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Math/Computer Abilities:

- Ability to carry out instructions furnished in written, oral, or diagram form.
- Ability to problem solve and provide solutions when challenges arise unexpectedly.
- Working knowledge of MS Word, Excel, Outlook, data analysis, and other software programs.
- Proficiency in DonorPerfect or other fundraising database.
- Language: Must be able to effectively communicate in the English language. Ability to effectively and convincingly articulate and present the mission, vision, and work of Peaceful Living. Ability to communicate clearly, in writing and verbally, including persuasive and informative one-to-one and public speaking. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management, the public, and/or Boards of Directors.
- Math: Must have the ability to accurately record and acknowledge gifts. Prepare financial and statistical reports.
- Reasoning Ability: Demonstrated ability to advance relationships with constituent stakeholders including prospective and current donors, community members and their families, organizations, patrons, and volunteers.
- Other Skills and Abilities: Strong organizational skills and effective attention to detail. Ability to operate office equipment including, but not limited to: telephone, personal computer, fax, calculator. Demonstrated competence using industry standard fundraising software is required.

Certificates and Licenses:

- Must maintain a valid (state of residence) driver's license and driving approval from Peaceful Living.

Education/Experience:

- Education: bachelor's degree from four-year college or university in business,

marketing, communications, or a related field required.

- Experience: A minimum of three years' previous experience in development and fundraising (including major gifts) is required.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee typically works in a climate-controlled environment and is occasionally exposed to inclement outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Seeing: Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing: Must be able to hear well enough to communicate with others.
- Dexterity: Must be able to write, use a telephone, and a keyboard.
- Strength: Must be able to bend, stoop, and lift no more than 20 pounds. This position requires the completion of mostly sedentary work.
- Body Mechanics: The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk, stoop, kneel, and crouch.

This job description is not intended to provide an all-inclusive listing of related job activities. Incumbents may be requested by management to perform other related activities in place of or in addition to those representative activities noted in this job description. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

.....
Submission Requirements:

Please submit a resume and cover letter to Peaceful Living's recruiter, Jane Rogers, at jrogers@peacefulliving.org, or visit the application on our Indeed page by [clicking here](#).