



POSITION DESCRIPTION

Position Information

JOB TITLE: Director of Development
GRADE: E8
REPORTS TO: Chief Advancement Officer
HRS WKD PER WEEK: 40

Location Information

Division (s):

- Office of the CEO
- Resource Development
- Publishing
- Partnerships
- Operations
- IT
- Marketing/Communications
- Finance
- Human Resources
- Other _____

Geographic Location (s):

- Colorado Springs
 - Miami
 - Other US location
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Department: Development

Department Number:

Effective Date:

Status: New
 Revised

POSITION DESCRIPTION
Director of Development
E8

Purpose

Within the Resource Development Division, as an integral leader of the Major Relations Department, the Director of Development will increase funding for the global ministry of Biblica by obtaining donations primarily from major donors.

Scope:

The Director of Development is responsible for managing relationships and fundraising activities with major and rising donors in their assigned portfolio. Identifies, qualifies, cultivates, solicits, and stewards a portfolio of major donors and prospective donors consisting mainly of individuals, but may also include businesses, churches, and other donor entities.

The Director of Development plans, monitors, and tracks all contacts resulting in positive and purposeful donor relations leading to the meaningful progression of funds.

Recommends and assists with involving the executive leadership, board members, key staff members, and natural partners where appropriate and helpful in cultivating donors.

Incumbent is highly energetic and relational; motivated to network socially, responsible for developing prospective donors into enthusiastic major donors.

This position will relate to all members of the Resource Development Division.

Reports to the Chief Advancement Officer and works collaboratively and strategically with other fundraising professionals, leadership, and staff to cultivate and solicit funding for ministry priorities.

Responsibilities:

I. Leadership

- A. **Planning:** Create thoughtful and thorough plans (e.g., annual budget, Annual Operating Plan, and Portfolio Development Plan, and other plans) that include resource planning, strategies, goals, objectives, and tactics that will strengthen and grow donor relationships.
- B. **Managing:** Implement and continuously evaluate plans (above), making adjustments as needed in order to meet goals and objectives. Properly manage resources – human resources, effort, time, finances, etc. – to maximize effectiveness and return on investment.

- C. **Developing:** Strive for ongoing professional growth in areas of relationship management, major gifts, technology and tools, and ongoing personal and spiritual maturity. Build on areas of strength and manage areas of weakness.
- D. **Leading:** Follow and exemplify a biblical fundraising model, maintain high ethical standards, and strive to understand, practice and share principles of biblical stewardship. Help build professional, effective, collaborative Major Relations and Resource Development teams.

II. Performance

A. Responsibilities

- Manages a portfolio of major donors as assigned.
- Manages prospect activity utilizing mature networking skills in identified circles of influence.
- Travels throughout primary region at least two times per year.
- Focuses on representing and securing funds for specific and approved ministry projects and programs.
- Meets/exceeds agreed-upon income expectations maintaining a healthy return on investment (ROI) to meet objectives, i.e. year one \$300k progressing to \$1 million by year three.
- Implements significant moves of planned contact leading donors to the meaningful progression of funds.
- Plans and maintains stewardship contact with donors.
- Consistently and accurately records donor information and portfolio activity in the donor management relationship database.
- Keeps and maintains an updated calendar.
- Reports weekly activity on a regular basis. Meets report deadlines (including annual regional budget, department Dashboards, Annual Portfolio Development Plan, etc.).
- Possess general knowledge of planned giving program and instruments to cultivate bequests or refer prospects to the Planned Giving Director.
- Monitors expenses, staying within expense budget; exhibits wise stewardship of resources; submits timely and accurate expense reports.
- Maintains a healthy return on investment (ROI) through evaluation analysis of program effectiveness and initiate improvements as needed.
- Works to transition mid-level donors to major donor status.
- Performs other duties as assigned.
- Develops strategies to achieve Major Relations goals

B. Interpersonal/Personal Skills

- Maintains proper, God-honoring relationships with Biblica colleagues and outside Biblica contacts.
- Handles conflicts in a biblical manner and makes every effort to resolve differences and foster reconciliation.

- Measures behavior and attitudes against God’s Word and actively seek to be conformed to the image of Christ.
- Fosters an effective, productive, and collaborative environment within the Major Relations Department and Resource Development Division.
- Provides expertise and support to help meet objectives of Major Relations and Resource Development Division and other divisions.
- Works cooperatively and collaboratively with other departments to accomplish organizational objectives.
- Supports and facilitates progress and change within the organization.

C. Communications Skills

- Presents ideas clearly, grammatically, and persuasively both orally and in writing to internal and external audiences.
- Accurately, thoroughly, and compellingly presents Biblica, its mission, and its ministry to donors and prospects.
- Communicates openly and thoroughly striving for a transparent communication environment.
- Practices good listening skills.
- Prepares concise, substantive reports and analyses.

D. Ministry and/or Departmental Policy

- Is knowledgeable of and adheres to all applicable ministry policies and procedures.

III. Reporting Relationships

- This position reports directly to the Chief Advancement Officer.

IV. Resource Responsibilities

- Achieving and maintaining agreed upon monthly activities.
- Budget responsibility for assigned region/department.
- Signature authority of \$5,000.

V. Qualification and Competencies

- Strong personal commitment to Jesus Christ; agreement with Biblica’s Statement Faith, and Christian Community Policy; commitment to Biblica’s mission; desire to grow in Biblica’s core values.
- Willingness to practice biblical principles in all Biblica relationships; commitment to biblical conflict resolution.
- High integrity—truthfulness, meeting commitments, keeping confidences.
- Degree in Business, Finance, or related field, or equivalent experience. Three or more years’ experience in fundraising, sales, or financial planning with demonstrated personal success in meeting financial targets.
- Demonstrated ability to successfully motivate and manage team to meet goals.

- Demonstrated ability to network and cultivate referrals in order to bring new major donors to the ministry.
- Resourceful, exhibiting initiative and self-motivation.
- Experience in planning, evaluation, and reporting.
- Willingness to travel up to 40% percent of the time. Some international travel may be required.
- Ability to work effectively with a variety of personality, management, and leadership styles.
- Excellent verbal and written communication, including presentation skills.
- Experience with Microsoft e-mail, word processing, and spreadsheet applications.

The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.