

**Director of Development**

**Job Title:** Deputy Director of Development **Status:** REG/FT/E

**Reports to:** Chief Development Officer **Department:** Development **Date:** 12/22

**SUMMARY OF POSITION:**

Reporting to and in partnership with the Chief Development Officer, the Development Director will spearhead the development efforts of City Mission through fundraising, marketing, and advertisement activities. Primary responsibility is to facilitate the raising of funds for Mission operations, services, and programs, and to enlarge the Mission’s footprint in the Southwestern PA region.

**DUTIES AND RESPONSIBILITIES:**

* Uphold, promote, and encourage, in word and deed, the desired organizational culture and core values.
* Define goals and objectives for fiscal year.
* Supervise and manage the Development staff.
* Establish an annual work plan and assign duties, responsibilities, and scope of authority for departmental staff.
* Promote, encourage, and provide opportunities for staff development.
* Ensure completion of both date-specific and routine marketing/PR tasks.
* Develop and execute City Mission (CM) annual fundraising plan.
* Secure financial support from individuals, foundations and corporations, and supervise the Major Donor, Corporate Relations, and Church and Community Relations Managers in setting and achieving goals.
* Analyze Donor Perfect data to develop targeted fundraising tactics.
* Develop and maintain ongoing relationships with board members and major donors.
* Create and execute a strategy for a large, sustained base of annual individual donors.
* Develop and track proposals and reports for all foundation and corporate fundraising.
* Collaborate with CDO to develop budget for existing and new fundraising strategies, manage and administrate budget; accordingly, authorize all purchase orders and ensure budget compliance within department.
* Take a major role in planning, developing, and executing Sweet Sunday, the Golf Outing, Celebrate Success, Hits for the Homeless and the Mission Possible Run, working with the Events Manager.
* Serve as acting Chief Development Officer in CDO’s absence.
* Prepare for and run weekly Donor Activity Meeting and weekly Development Staff meeting.

**SKILLS AND QUALIFICATIONS:**

* Mature Christian, committed to and passionate about sharing the gospel.
* Ability to provide counsel and guidance to staff and clients.
* Strong writing ability.
* Strong management and leadership abilities, able to coach, equip, and develop individuals.
* Level-headed, purposeful in reactions, proactive problem solver. Gathers all information before making decisions and makes decisions that demonstrate sound judgment.
* Excellent interpersonal skills, adept at building relationships with diverse groups of people.
* Good discernment with regard to people and situations, exercise patience and wisdom within an environment of grace.
* Able to maintain “big picture” perspective and continue to move self and staff toward that end.
* Knowledge of drug and alcohol, mental illness, homeless and poverty issues desired.
* Computer literate, proficient in internet and email as well as Microsoft office programs.

**EDUCATION/EXPERIENCE:**

* BA (required), MA (a plus), relevant experience may be substituted for formal education.
* Demonstrated excellence in organizational, managerial, and communication skills
* 5+ years of management/supervisory experience

**PHYSICAL DEMANDS:**

* Climbing Stairs
* Licensed driver with ability to drive at night

**WORK ENVIRONMENT:**

* In and around Mission Campus
* Satellite facilities operated by Mission
* Varied work schedule including some evenings and weekends hours

These duties are not exclusive and with consideration of the job requirements and the employee’s skills, this job description can be added to or taken away from at the discretion of the CEO.

I hereby acknowledge and accept these responsibilities for the position as outlined in this description. I also acknowledge that other duties may be necessary as the need arises for the smooth operation of the Washington City Mission.

**WORKING CONDITIONS/PHYSICAL FACTORS:**

 *Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

* Able to climb stairs on a daily basis – *frequently*
* Standing, Walking*-Frequently*
* Warehouse environment, walking on uneven surfaces-*Occasionally*

**Requirement:**

The City Mission is a privately funded 501 (c)3 non-profit, Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and “ending homelessness one life at a time”. We consider every position to be essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

* Be able and willing to share the Gospel and participate in the ministry activities of City Mission;
* Subscribe to City Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
* Adhere to the City Mission Employee Handbook.

***My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive.***

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Chief Development Officer Date