

Peninsula Rescue Mission

Job Description – Director of Development

Job Summary:

The Peninsula Rescue Mission is an evangelical Christian Ministry intent on serving the poor and needy, providing shelter and services for the homeless, and sharing the love of Christ with everyone who comes our way.

The Director of Development (DoD) is responsible for all fundraising and income development of the Peninsula Rescue Mission (PRM). This will be accomplished by creatively engaging the community to cultivate the involvement necessary to sustain and advance the ministries of PRM.

Responsibilities:

- Submit to the CEO annual fundraising and income development goals.
- The DoD will oversee PRM's fund raising in the following ways:
 - Acquiring new donors by engaging individuals, churches, businesses, community groups, and foundations through direct mail, media advertising, events, face to face group meetings and individual interactions.
 - Developing financial gifts from those that are currently involved with PRM in non-financial ways
 - Creating and implementing the development budget and strategy for PRM in order to achieve the PRM fundraising goals
- The DoD will produce and submit an annual development budget that will be used to achieve the PRM fundraising goals.
- The DoD will regularly report to the PRM CEO on fundraising progress while working to stay within the development budget.
- The DoD will produce an annual development strategy that shows how fundraising and other development goals will be met.
- The DoD will oversee the development team to include hiring, supervising, training, and all other tasks necessary to reach PRM's fundraising goals.
- Research and engage outside vendors within approved development budget to help with fundraising efforts (direct mail companies, advertising agencies, etc.)
- Increase awareness of the PRM through presentations to local churches, corporate organizations, and community groups
- Strengthen existing donor relationships through tours, events, mailings, and personal contacts that encourage increases of their contributions to PRM
- Cultivate major gifts including estate planning, grants, and foundations
- Use PRM's donor software to measure giving demographics and donor trends
- Other duties as assigned

Qualifications

- Agreement to Biblical Distinctives, Conduct, and Character of PRM (found in PRM Employee Handbook)
- Strong desire to use business and fundraising skills to advance PRM's gospel ministries
- Bachelor's degree in non-profit management or a related field
- Prefer minimum of 5 years of experience in nonprofit fundraising

- A demonstrated ability to work collaboratively
- Excellent verbal and written communication skills
- A demonstrated ability to think and plan strategically.
- Strong attention to detail is necessary.