



Director of Development Job Description

JOB TITLE: Director of Development
REPORTS TO: President/CEO

DEPARTMENT: Development
BFOQ: Christian/Faith-Aligned
STATUS: Exempt

ORGANIZATION: Bread of Life Mission is a non-denominational, Christian, social services organization, which provides critically needed goods and services to the homeless, poor, and needy of Washington State without regard to race, color, sexual orientation, creed, national origin, or religion. Mission staff work to bring hope, healing and recovery to Seattle's homeless through a Christ-Centered approach, impacting Seattle one life at a time. BOLM is a storied mission with plans for a capital campaign and future growth.

SUMMARY OF POSITION: Bread of Life Mission's Director of Development (DD) is a member of the executive team and responsible for the overall fundraising, planning, and execution in the support of the mission of Bread of Life Mission (BOLM). The DD works to design and implement a well-rounded "moves management" program to support the revenue goals as established.

The DD is tasked with systematically developing and effectively strengthening the culture of philanthropy with staff and board members, as well as designing programs to engage donors and strengthen ties with the community. In addition to managing a portfolio of individual donors for cultivation and solicitation, the DD is responsible for maintaining relationships with current and potential community partners, foundations, and corporations.

The DD will develop consistent communication programs to provide the staff, board, and volunteers with the tools needed to support the fundraising and cultivation plan. BOLM prides itself on being a donor-centered organization and the DD ensures organizational compliance with ethical practices in fund solicitation as defined by the Association of Fundraising Professionals.

DUTIES AND RESPONSIBILITIES:

- Establish professional working relationships with a diverse array of constituencies including the CEO, board members, Development department staff, peers on the executive team, donors, foundation and corporate representatives, and community partners among others.
- As a member of the Executive Team, uphold, promote, and encourage, in word and deed, desired organizational culture and core values; purposefully seed to establish and maintain a culture that affirms and advances BOLM's mission statement, vision, and values.
- Participate in timely and accurate reporting according to BOLM needs and expectations, keep CEO informed and demonstrate commitment to open communication to fully participate in organizational problem-solving, decision-making, and strategic planning.
- In collaboration with the CEO, define goals and objective which focuses on strategies and techniques for raising current and deferred gifts to support and operate the ministry.
- Lead, manage, and inspire a team of development professionals to establish, pursue, and achieve aggressive departmental goals. Responsible for all aspects of departmental staffing, including hiring, evaluating, discipline, and dismissal.
- Responsible for departmental budget development, fiscal management and working with contracted vendors.
- Create a comprehensive fundraising plan and provide best practice fundraising knowledge to address organization challenges.

- Areas of responsibility includes but is not limited to direct mail, new donor and lapsed donor acquisition, major gifts, planned giving, foundations, social media, events, public and media relations, volunteers, design and implement monthly giving program.
- Oversee and grow the grant program including research, proposal writing, and reporting requirements.
- Must be truly energized by the concept of continual cooperation and teamwork and sharing credit for accomplishing goals.
- To thrive in the culture of BOLM, the position requires a genuine and sincere person who is both a teacher and learner.
- Embrace the use of data to share the story of the impact of BOLM to prospective donors and supporters, inviting them (asking them) to participate at increasing levels.
- Understand how metrics can be used to monitor the success of the Development program and balance the quantitative/analytical aspects of the position with exceptional interpersonal communication and active listening skills.
- Grow and develop as a fundraising professional.
- Grow in knowledge and understanding of homelessness, rescue, and funding environment on a local and national level.
- Create and implement an integrated strategic communications plan to advance BOL's brand identity, broaden awareness of its programs and priorities, and generate donor support.
- Position the mission in the community as a reliable source and disseminator of information regarding meeting the needs of the homeless.
- Ensure consistent and well-branded messaging in the mission's day-to-day communications, internally and externally, and ensure all staff are presenting the same message and image developed.
- Oversee a Local Church Outreach Program to develop and nurture church relationships with BOLM.
- Oversee and approve preparation and distribution of press releases, media advisories, and public service announcements.
- Works collaboratively with the CEO to increase private and foundation funding.

CORE COMPETENCIES:

- A solid, mature, and credible Christian witness and lifestyle that exemplifies Christ in character and actions, modeling servant-leadership.
- Have a personal relationship with Jesus Christ and be able to share the gospel with others through words and deeds.
- A proven fundraising leader.
- Embraces the ideal of transparent and frequent interaction with his/her peers on the executive team in a collaborative effort to advance BOLM.
- Proficient in Microsoft Office Professional, donor database software, desktop publication, social media, and internet.
- Capable of handling numerous tasks, while meeting deadlines.
- Capable of mobilizing and motivating volunteers.
- Possess excellent interpersonal skills, verbal and written communication skills with a professional demeanor.
- The ability to think strategically and lead effectively, while serving others
- Engaging individuals, comfortable speaking to large groups, interacting one-on-one with people from all walks of life and can think quickly on his/her feet.
- Able to balance the demands of an executive leadership role, while building trust and working with others to accomplish the Mission of BOLM.
- Highly ethical, trustworthy, and professional.
- Organized with good analytical and decision-making abilities.
- Able to read and analyze statistical data and incorporate it into departmental goals and objectives.
- Must be a self-starter who regularly sets and achieves activity and results-driven goals.
- Able and willing to interact with shelter guests in a compassionate and respectful manner.
- Knowledgeable and empathetic to the needs of the poor.
- Able to maintain a positive, professional, Christ-like manner with all donors, staff, guests and volunteers.
- Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in Bread of Life Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement. Willingly sign a confidentiality agreement.
- Write concisely and organize content clearly; pay strong attention to details and accuracy.
- Effective planner and organizer. Able to think conceptually.

- Adaptable, resilient, and calm under stress.
- Continuous learner.
- Valid WA state driver's license and insurance, with the means and ability to travel in Seattle and the surrounding area to meet with donors.

EDUCATION/EXPERIENCE:

- Bachelor's degree, master's degree or CFRE preferred.
- Demonstrated proven fundraising track record of results.
- Seven (7) + years' experience with growing responsibilities in fundraising, marketing, or a related field
- Five (3) + years responsibility in a leadership role
- Comprehensive knowledge of fundraising, its impact, and awareness of associated tax- ramifications/deductions.
- Effective in researching and analyzing data to identify prospects.
- Demonstrated history of securing major gifts over three or more years while working a growing organization.
- Demonstrated knowledge of planned giving techniques and vehicles.

WORKING CONDITIONS/PHYSICAL FACTORS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. Additionally, this role may require hours served on the weekend, evenings, and travel.

This position requires frequent interaction with the homeless population. Will likely interact with individuals who may be intoxicated or under the influence and who may lack socially acceptable personal hygiene.

- May require bending, lifting, and carrying (up to 30 lbs.) – *occasionally*.
- Climbing stairs – *often*
- Manual dexterity/fine motor skills – *often*
- Standing for extended periods of time - *occasionally*
- Able to think, read, speak, see, and hear – *continuously*.
- Walk, stand, sit, and use hands to handle files, computers, and *phone* – *regularly*.

REQUIREMENT:

Bread of Life Mission is a privately funded 501(c)3 Christian ministry. It is the policy of Bread of Life to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position 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 Bread of Life.
- Subscribe to Bread of Life Statement of Faith and Qualifications for Employment upon hire and continuously while employed.
- Adhere to the Bread of Life Employee Handbook.