**SUMMARY OF POSITION:**

Plan, develop, implement, and direct a comprehensive fund-raising program on behalf of Open Door Mission. Communicate Open Door Mission’s vision and purpose of *“Restoring Hope. Changing Lives.”* Hire, train, supervise, and direct the development staff, delegating responsibilities appropriately. As a member of the Mission’s leadership team, the Development Director upholds, promotes, and encourages, in word and actions, the desired organizational culture and purpose.

**DUTIES & RESPONSIBILITIES:**

Executive:

* Under direction of Executive Director, design and implement a comprehensive strategic plan, to provide adequate financial revenue through fundraising efforts to meet annual budget requirements, as approved by the Board of Directors
* Participates in organizational strategic planning
* Represent ODM through public speaking engagements and/or networking events, able to support Executive Director or Associated Director as needed
* Overseas directly or through delegation: Direct Response, New Donor and Lapsed Donor Acquisition, Major Gifts, Planned Giving, Foundations, Events, Community and Church Relations, and Capital Campaigning.

Supervision:

* Direct reports include, but may not be limited, Associate Director of Development and Development Assistant
* Lead direct deports in the implementation of departmental goals that are in alignment with organizational goals
* Provide accountability to direct reports in a manner consistent with agency policies, purpose and statement of faith
* Conduct performance evaluations that are timely and constructive
* Initiate job requisition requests in hiring direct reports and submits to HR for job announcements

Fundraising:

* Develop Annual Fundraising Master Schedule, establish goals and fundraising benchmarks across Annual, Major Gifts, and Capital campaigns
* Stewardship of individual portfolio across select Major Gifts donors and Foundations
* Strategically utilize the Executive Director and the Board of Directors for donor identification, cultivation, and solicitation
* With support from Executive Director, cultivate 100% board engagement
* Identify new funding streams and strategize how to best implement; represent ODM in meeting with potential funding source

Administration:

* With input from Human Resources and Finance, establish budget and staffing plan; manage and administrate budget accordingly; authorize all purchase orders and insure budget compliance within programs.
* Provide monthly reports to the Executive Director on the results and progress of development department objectives and efforts; demonstrate commitment to open communication in an effort to fully participate in organizational stewardship, problem-solving, decision making, and strategic planning
* Direct, manage and coordinate the efforts of Development Staff, and development consultants/vendors to ensure success in development goals and objectives, and increase operating revenue year over year
* Work collaboratively with staff members to identify avenues of economic support for programs and/or projects
* Maintain knowledge about homeless, rescue, and funding environment on a local and national level

**SKILLS & QUALIFICATIONS:**

* Committed, mature Christian with a commitment to and a passion for *“Restoring Hope. Changing Lives”*
* Strong management and leadership abilities, able to coach, equip, and develop individuals
* Good discernment with regard to people and situations able to facilitate and sustain a work environment and associated relationships consistent with the vision and culture of Open Door Mission
* Able and willing to share the gospel of Jesus Christ and promote the core values of ODM through building relationships with others and offering an opportunity for them to participate in the ministry
* Highly ethical, trustworthy, and professional
* Skilled communicator, possessing strong oral and written abilities
* Strong organizational skills, with ability to manage people, information and events simultaneously and effectively, while meeting deadlines
* Strong leadership skills, able to effectively train and manage staff to achieve departmental goals, while exhibiting servant leadership
* Good research and resourcing skills, able to identify and acquire new and viable funding sources and to promote Open Door Mission
* Computer literate with proficient knowledge of database software required
* Good analytical and decision-making abilities
* Knowledge of addiction, mental illness, homelessness and poverty issues, helpful
* Valid New York state driver’s license

**WORKING CONDITIONS/PHYSICAL FACTORS:**

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

* Work environment is predominantly a typical office environment
* Work environment may vary based on events and will include working outdoors (occasionally) in potentially inclement weather
* Requires some evening and weekend work, and may require occasional travel, primarily within regional area
* Fingering/fine motor skills – *occasionally*
* Standing, sitting, reaching, bending – *occasionally*
* Lifting and moving up to 25 lbs. – *occasionally*
* See, hear and speak - *continuously*

**EQUIPMENT/TOOLS USED:**

* Computer
* Multiline Phone
* Scanner/Fax/Printer
* Tablet/Smartphone

**EDUCATION/EXPERIENCE**

* Bachelor’s Minimum bachelor’s degree in a related field and five (5) years of experience with growing responsibilities in Development or a related field
* Five (5)+ years of fundraising experience
* Minimum three (3) years of experience in a management/supervisory capacity
* Previous experience in non-profit fundraising required; with a Rescue Mission desired
* Any combination of the above

This job description in no way implies that these are the only duties to be performed by this employee. Employee is required to follow any other instructions and perform any other duties requested by their manager/supervisor. I understand that employment is always “at-will”.

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 Employee Name Signature Date