



Re:Center Ministries

Job Title: Director of Development

Reports to: Executive Director

Classification: Full Time, Exempt

Position Summary: The Director of Development is responsible for leading all development efforts of Re:Center Ministries. This position is instrumental in securing financial gifts through a variety of mechanisms. Working in tandem with the Director of Community Relations and Executive Director, this position is instrumental in carrying the message of the ministry to active, lapsed, and prospective donors. This position serves as the primary relationship manager for all fundraising efforts. The Director of Development also collaborates with executive leadership to launch new programs and initiatives as opportunities arise.

Primary Job Functions and Responsibilities:

- Research, develop, and execute an effective fundraising strategy for Re:Center Ministries utilizing a multi-faceted approach that includes:
 - **Major Giving:** Identify, research, cultivate relationships with, and secure major gifts (\$5,000+) from a portfolio of 125 major donors through relationship-based, discipleship-oriented fundraising.
 - **Annual Giving:** Build a network of ongoing financial support through direct mail efforts, with assistance from outside vendors/contractors.
 - **Grants:** Identify, research/qualify, apply for, and administer grants from independent, family, and corporate foundations.
 - **Special Events:** Manage all fundraising and logistics of the Mission: Possible Concert & Turkey Fry, with support from the Director of Community Relations.
 - **Planned Giving:** Maintain low-level planned giving program.
 - **Capital Campaigns:** Increase knowledge of and skills related to capital campaigns, with the prospect of leading a successful campaign within the next 3-5 years.
- Serve as the primary contact point for all inquiries regarding financial and in-kind needs and gifts.
- Oversee employee(s) dedicated to assisting the development department, especially with regard to gift administration/processing and database management.
- Garner support for Re:Center by proactively and strategically building relationships with churches, businesses, government leaders, other homeless services providers, and other constituents in Louisville and Southern Indiana
- Work collaboratively with the Director of Community Relations to execute a donor communication plan to include e-communications, print materials, social media, website, etc.
- Work collaboratively with the Director of Community Relations to manage all logistics of the annual Partner Appreciation Celebration.
- Assist in casting vision for Re:Center's future development operations, ensuring sustainability and successful future growth.
- Support the Executive Director as needed with respect to other development operations. Complete other duties as assigned through appropriate channels of supervision.



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- Maintain regular, effective communication with the Executive Director, ensuring the mission and vision of Re:Center is appropriately communicated, preserved, and executed.
- Protect the Re:Center brand by representing the ministry through positive appearance and professionalism.

Job Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including the philosophy of ministry, statements of faith, and core values
- Commitment to maintaining high integrity, character, and transparency in accordance with the code of conduct
- Superb interpersonal and communication (written and oral) skills
- Exceptional leadership qualities and project management skills
- Excellent organizational skills, including planning and budgeting
- Knowledge of the principles, philosophies, and techniques necessary to maximize effectiveness in this role
- Demonstrated ability to:
 - Analyze complex problems and develop effective solutions
 - Effectively organize complex tasks and execute a project management plan to completion
 - Maintain cooperative relations with community groups and other public and private agencies

Qualifications:

- Bachelor's degree from an accredited institution or equivalent experience
- Success in a similar development, sales, or relationship management role
- Relevant experience in a nonprofit or Christian ministry setting
- Experience in a supervisory and project management role

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

The employee frequently lifts and/or moves up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.