

**Miami Valley Women's Center Job Description**  
**DEVELOPMENT DIRECTOR**

**Objectives of the Position:** To professionally represent the Miami Valley Women's Center throughout the community. To create a heightened awareness of our ministry and services in area churches and among financial partners with the intent of gaining possible support. To develop and implement plans that will increase the amount of individual, church and corporate financial partners and donations. To work with the Executive Director in carrying out responsibilities of developing the financial ministry of the Miami Valley Women's Center.

**Reports to:** Executive Director

**Supervises:** Data Entry Administrator and Development Coordinator

**Hours:** 40 hours per week/Kettering Office

**Qualifications**

**Applicant should:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the pro-life position
3. Agree with and be willing to sign the Policy of Conduct and uphold the Statement of Principle, Statement of Faith, and General MVWC Policies
4. Be able to respect and keep information confidential
5. Complete the volunteer training and position orientation
6. Exhibit skill in interpersonal and telephone communication, public speaking, and writing
7. Be able to carry out responsibilities with little or no supervision
8. Maintain a spirit of cooperation and servanthood
9. Have previous experience with non-profit development and/or management experience
10. Be able to provide spiritual leadership, discipleship, and support to the volunteers and staff
11. Demonstrate strong leadership abilities and the ability to carry out responsibilities with little or no supervision
12. Preference given to bachelor's degree in business, marketing, public relations, communications, or fundraising preferred

**Training:**

1. Skilled in computer functions and familiar with Microsoft Office programs (Word, Excel, PowerPoint, Publisher).
2. Preference given to applicant with Ekyros experience.
3. Preference given to applicants with fundraising training and experience.
4. Preference given to applicants with public speaking experience.
5. Preference given to applicants with publication and writing experience, including but not limited to grant writing.

**Major Responsibilities:**

**Fundraising:**

1. Plan, conduct, and execute major fundraising events (Walk for Life, Gala, and other events as needed), direct mail appeals, and possible grants each year.

2. Implement an organized approach to develop new major donors including but not limited to individuals, corporations and churches: (i.e., Maintain a timeline of communications with church liaisons, churches, and corporations and identified individual donors)
3. Create and maintain grant timelines.
4. Develop a yearly fundraising plan and annual calendar for the Development department.
5. Attend staff meetings and in-services as requested.
6. Coordinate with Volunteer Coordinator regarding potential donors and introducing potential volunteers to the ministry.
7. Maintain accurate files for efficient contact information.
8. Participate in establishing the overall strategic plan for the pregnancy center.
9. Report, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of development programs conducted by the center; identify problems in meeting objectives and recommend solutions.
10. Develop and maintain a working knowledge of computer software programs specifically designed to facilitate accurate donor and prospect information; ensure a donor information system that maintains donor and prospect records and history are current, accurate, and timely.
11. Develop policies and procedures that provide for regular back-up of donor files and procedures for safeguarding donor and prospect database to ensure the protection and integrity of historical data.
12. Support the Executive Director and Development Coordinator in Donor Relations tasks such as thank you calls, handwritten notes, and other communication.
13. Be able to carry out responsibilities with little or no supervision.

**Public Relations:**

1. Educate community organizations, churches, pastors, and community groups about the center ministry and the sanctity of human life with the goal of obtaining support and involvement with the ministry.
2. Develop and maintain ongoing relationships with pastors, liaisons, churches, individuals and corporations in the community.

**Leadership:**

1. Supervise the search, evaluation, and hiring process of the Data Entry Administrator, Development Coordinator, and development support staff or volunteers.
2. Provide leadership and supervision and annual performance evaluations for all Development department professional and support staff.
3. Meet with Executive Director for planning and communication purposes.

**The Development Director shall receive at least one yearly written and oral evaluation by the Executive Director.**