

Development Director Mountain Area Pregnancy Services

Objectives of the position:

As an ambassador of Jesus Christ, the Director of Development plans, implements, and coordinates fundraising efforts that will encourage, maintain, and increase philanthropic support and public awareness for the pregnancy center. These activities shall be consistent with the mission and goals of the organization and shall reach individuals, corporations, foundations, churches, and para-church organizations in the community.

Reports to: Executive Director

Status: Exempt

Supervises: N/A

FT/PT/PRN: Full-Time (36 hours per week)

Shift: Monday-Thurs 8:30 am-5 pm, Fridays 8:30 am-12:30 pm; evenings and weekends as needed.

Location: Based in the Asheville office but work involves Buncombe and Haywood Counties

Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Active participation in a local church
3. Exhibit strong commitment and dedication to the pro-life position.
4. Have a bachelor's or master's degree in a relevant field, or related experience equivalent; previous non-profit experience preferred.
5. Adhere to the highest ethical standards.
6. Agree with and be willing to uphold Mountain Area Pregnancy Services' Statement of Faith, Vision and Mission Statements, and center policies and procedures.
7. Highly self-motivated with the ability to carry out responsibilities with little or no supervision.
8. Excellence in organizational, managerial, and communication skills. Visionary with new ways to promote the ministry.
9. Experience with cold calling
10. Proven track record in working with an annual operating budget greater than \$1M.
11. Proven track record in working with and achieving goals.
12. Knowledge of fundraising software programs

13. Possess excellent people skills, through both verbal and written communication.
14. Excellent interpersonal skills with public speaking ability to impassion others.
15. Ability to work under pressure to meet deadlines.
16. Intermediate computer skills with demonstrated proficiency in Microsoft Office.
17. Ability to be a team player, working together to achieve the Ministry's mission.
18. Valid driver's license and proof of automobile insurance.

Essential Functions:

FUNDRAISING:

1. Build and maintain relationships with major donors, in conjunction with the Executive Director.
2. Establish relationships with new donors.
3. Plan and orchestrate every aspect of all fundraising events.
4. Maintain accurate donor records.
5. Identify, cultivate, and track planned giving prospects.
6. Work to create and monitor any endowments.
7. Oversee investment and gift acceptance policies in conjunction with the Board.
8. Oversee placement and collection of baby bottle campaigns.
9. Develop, study, and maintain donor metrics to analyze and achieve the Center's fundraising goals and objectives.
10. Maintain donor and prospect records within selected software program
11. Develop and update yearly development plan.
12. Report to the Executive Director, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of development programs; identify problems in meeting objectives and recommend solutions.
13. Produce monthly, quarterly, and annual donor ministry reports.
14. With assistance from the Executive Director, develop donor engagement, cultivation, and stewardship strategies using direct marketing, hard copy, and digital campaigns.
15. Process donor receipts for in-kind and other gifts as needed.
16. Manage donor thank you system, including the creation of monthly and special thank you notes as required, assuring timely, encouraging, and inspiring recognition of donor gifts.
17. Coordinate the generation and distribution of year end donor statements; verify accuracy of information prior to distribution.
18. Produce monthly Donor Delinquent Pledge Form and discuss strategy with Executive Director.
19. Coordinate and lead in special events such as Sanctity of Human Life Sunday and Baby Bottle Blessing Campaign.
20. Support the Executive Director with information provided to the Board of Directors.

PUBLIC RELATIONS:

1. Coordinate and provide center tours to individual donors, church groups, and others.
2. Build relationships with community organizations that can partner with the ministry.
3. Public speaking as needed to share the mission/vision of the ministry.
4. Represent the Center in public forums to enhance the development efforts of the Center.
5. Work closely with the Executive Director to develop and maintain the ministry's public relations and marketing efforts including, but not limited to, brochures, newsletters, website, and social media.
6. Assist with changes to the donor-focused website.
7. Write and execute press releases for major events.

MISCELLANEOUS:

1. Attend Board Meetings as needed.
2. Attend weekly staff meetings.
3. Accept assignments not specifically delineated above as requested by the Executive Director.
4. Pray with donors as appropriate.
5. Lead occasional Biblical devotions.

Send Cover Letter and Resume to careers@mtnpregnancy.com