

PROJECT SIX19

Job Description Development Director

General Description

Project Six19 is a growing ministry in Spokane, WA. The mission of Project Six19 is to promote biblical sexual integrity. This is done by developing resources for three key audiences; parents, pastors, and young adults. This is a full-time position. The individual that fills this position will be responsible for overseeing and growing all fundraising, volunteer, and advocacy programs. This includes major gift giving, annual fundraiser, monthly giving, and capital campaigns. The Development Director works closely with the Executive Director and Board of Directors in all development and fundraising endeavors.

General Responsibilities

1. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
2. Grow a major gifts program including identification, cultivation and solicitation of major donors.
3. Grow a sustainability program for monthly donors that includes cultivation and continuation of monthly giving.
4. Oversee grant seeking including research, proposal writing, and reporting requirements.
5. Build a planned giving program with a focus on deferred gifts such as bequest expectancies.
6. Direct the annual fund program, including snail mail, email, and annual fundraising drives.
7. Direct capital campaigns and other major fundraising drives.
8. Coordinate fund raising special events.
9. Direct employee fundraising drives.
10. Work closely with the Executive Director and graphic designer to ensure cohesive identity among several platforms and messaging opportunities.
11. Manage and develop innovative and creative media content across social media platforms that helps increase donor retention. This includes daily updates on Facebook, Twitter and Instagram. This also includes updates to the website or other social media sites that communicate everything that Project Six19 is doing to be good stewards of donor funds.
12. Responsible for researching latest trends and finding what emerging platforms are worth the ministry pursuing that leads to donor growth and retention.
13. Create and implement strategies that work hand in hand with program, development and executive calendars.
14. Oversee volunteers, interns, and part-time staff to oversee donor development.
15. Deliver monthly reports with statistics and results for each account.

Individual Responsibilities

1. To pray for the proper functioning of the ministry, the Board of Directors, the Executive Director and staff, volunteers and constituents.
2. To attend the regular meetings with Executive Director as well as any other necessary meetings with volunteers or other staff.

3. To help the ministry grow its reach and effectiveness through donor development.
4. Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.

Qualifications

1. A commitment to Jesus Christ as Lord and Savior.
2. Full agreement with the Project Six19 Statement of Faith and passionate about Project Six19’s mission and vision.
3. Exceptionally strong organization, interpersonal and communication skills. Especially as it relates to social media trends.
4. Demonstrated creativity, flexibility and comfort in working with diverse populations.
5. Dependable, stable and capable of following through on commitments.
6. Ability to respect confidentiality.
7. Able to make creative suggestions in the interest of the organization.
8. Maintains a personal mix of participatory expertise in social media channels including but not limited to Facebook, Twitter, Instagram, Foursquare Bookmarking sites (such as StumbleUpon, Digg, Reddit), Blogs, etc.
9. Bachelor’s degree.
10. Knowledge of and connections to the funding community throughout the Inland Northwest.
11. Proven outreach to adults through the use of social media.
12. 2+ years experience leading/managing a fundraising team.
13. 4+ years experience in fundraising.

Compensation

Depends on experience.

Benefits

Health insurance (includes vision).

Paid time off (sick/vacation).

401K.

Application Process

1. Complete Project Six19 application.
2. Complete resume.
3. In agreement with statement of faith and sexual integrity policy.
4. Interview with ED.
5. Interview with Staff.
6. Present a strategic fundraising plan sample for review.
7. Interview with ED and Board Member of Project Six19.
8. Complete a state police criminal and background check.