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**TITLE:** Director of Development

**POSITION:** Non-Exempt Full Time, 37.5 hours/week

**SALARY:** Hourly, $18-$20 (Based on relevant experience)

**PURPOSE:** Achieve strategic goals of development/fundraising plan to advance Mosaic PHC’s mission

**ORGANIZATIONAL RELATIONSHIP:** Reports to the Director of Advancement and President/CEO.

**FUNCTIONS AND DUTIES OF THE JOB:**

1. **Fundraising**

* In conjunction with President/CEO and Director of Advancement, develop and execute Mosaic PHC annual fundraising plan
* Oversee planning and execution of 3 major fundraising events per year (Annual Fundraising Gala, Baby Bottle Campaign and Trapped in My T-shirt)
* Assist with developing and executing direct mail fundraising campaigns
* Oversee staff and volunteers assisting in execution of fundraising events
* Schedule and document pre and post event de-briefings
* In conjunction with Director of Finance, enter donations into eKyros donor database

1. **Donor Development**

* In conjunction with President/CEO, identify donors/donor groups in which to develop, cultivate and maintain authentic relationships
* In conjunction with President/CEO and Director of Finance, accept gifts from donors and ensure that receipts and thank you letters are sent promptly
* Develop and maintain new and ongoing relationships with specified donor groups through phone, email, letters, etc. on a regular basis
* Represent Mosaic PHC through one-on-one meetings and various presentations as needed (public speaking)
* Manage and maintain relationships with any donor development–related vendors or consultants
* Continually seek to improve donor retention and acquisition rates
* In conjunction with Director of Finance, maintain accounts for Amazon Smile, Facebook donations, Guidestar, BBB, etc.

1. **Other Duties**

* Maintain current donor data in Ekyros donor database
* Assist in planning and executing other events for Mosaic PHC as assigned (Volunteer Christmas Party, Pastors’ Appreciation Breakfast, etc.)
* Assist with daily duties of Mosaic PHC – answer phones, schedule appointments, etc.
* Performs other needed and related duties as assigned
* Provides monthly reports to CEO, or as directed

**KNOWLEDGE/SKILLS/ABILITIES:**

*Education* A minimum of aBachelor’s degree in nonprofit management, communications or related field required

* Be a committed Christian with a strong commitment to the mission of Mosaic Pregnancy & Health Centers
* Must be in full agreement with Mosaic PHC Statements of Faith, Principles and Core Values
* Must be a self-starter, highly detail oriented, highly organized with strong time management/multi-tasking skills
* Demonstrates outstanding written, oral and relational communication skills for public presentations, church relations and individual, personal contacts
* Proficient in Windows, Microsoft and Apple products and financial management and donor database software
* Must complete Mosaic PHC volunteer training seminar at first availability

**ENVIRONMENTAL DEMANDS:**

Work Environment: Professional office setting and a presence in the community

Transportation: This employee will provide their own vehicle for transportation as needed.

Physical Demands: Requires ability to access various community locations, some light lifting, and occasional carrying of objects up to 40 lbs.