



**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:**

**I. 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

**II. 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.

**III. 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* Bachelors degree in nonprofit management or a related field required  
*Experience* Minimum of one year of related fundraising experience 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.