

TITLE: Director of Development
POSITION: Non-Exempt Full Time, 37.5 hours/week
SALARY: Hourly, \$19-\$22 (Based on relevant experience)
PURPOSE: Achieve strategic goals of development/fundraising plan to advance Mosaic PHC's mission

ORGANIZATIONAL RELATIONSHIP: Reports to the President/CEO, works closely with Director of Communications and Director of Finance

FUNCTIONS AND DUTIES OF THE JOB:

I. Fundraising

- In conjunction with President/CEO, 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 Mission Life Saturday)
- In conjunction with Director of Communications, develop and execute direct mail fundraising campaigns
- Oversee staff and volunteers assisting in execution of fundraising events
- Schedule and document pre and post event de-briefings
- Maintain events calendar
- In conjunction with Director of Finance, enter donations into eKyros donor database

II. Advancement/Development

- In conjunction with CEO, identify donors/donor groups in which to develop, cultivate and maintain authentic relationships
- In conjunction with 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 monthly 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 research latest development strategies, techniques, trends, etc., based on reputable resources (Heartbeat International, ECFA, AFP, etc.)
- 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.
- Seek, write and prepare grant applications that further Mosaic PHCs mission

III. Other Duties

- In conjunction with CEO, oversee and prepare donor reports for use in Board meetings, budget planning, etc.
- Maintain current donor data in Ekyros donor database
- 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 non-profit management or 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
- 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