

Campus Life

POSITION DESCRIPTION

POSITION TITLE: Director of Donor Development

REPORTS TO: Executive Director or Appointed Designee

POSITION OVERVIEW

The Director of Donor Development is critical to the success of Campus Life Family Ministries. They are responsible for planning and implementing a comprehensive fundraising program. This person plays a key role in ensuring the financial sustainability of the organization, which in turn plays a significant part in the overall accomplishment of its mission and ministries.

ORGANIZATION OVERVIEW

Campus Life is a non-profit (501-c3), non-denominational Christian faith-based youth and family ministry. Our mission and vision are to help people move one step closer to Jesus by creating environments and opportunities where everyone can know, grow, and experience life in Christ.

POSITION QUALIFICATIONS AND REQUIREMENTS

- Energetic and passionate about the Gospel.
- Energetic and passionate about the mission and vision of Campus Life.
- Proven work experience as a Development Director or similar role helpful.
- Excellent written and verbal communication, collaboration, and organizational skills.
- Financial and analytical skills helpful.
- Work with organization's software and tools.
- Strategic thinking and problem-solving skills.
- Ability to set and meet deadlines.
- Involved in a local church by attending, supporting, serving, and being a part of the Biblical community.
- Set a Godly example in one's personal life.
- Demonstrates a humble and teachable spirit.
- Submit to an extensive/regular background and reference check.
- Financially support the ministry of Campus Life and encourage others to do so.

KEY RESPONSIBILITIES (Primary)

- Work closely with the Board of Directors and Staff to develop fundraising strategies and goals.
- Maintain relationships with existing donors.
- Plan and execute special events that engage donors and raise funds for the organization.

KEY RESPONSIBILITIES (Secondary)

- Develop and implement a comprehensive fundraising plan to meet the organization's annual revenue goals.
- Identify and cultivate major gift prospects, as well as corporate and foundation donors.
- Manage and lead a team of fundraising volunteers, providing guidance, training, and support as needed.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.

SPIRITUAL RESPONSIBILITIES

As an employee of Campus Life:

- Abide by our Statement of Faith and Standards of Conduct.
- Seek God's guidance and wisdom, through prayer and meditation, for the organization, as well as for specific ministry initiatives.

TIME COMMITMENT

This is a part-time 20 hours per week position. Hours are flexible based on ministry needs and will be a combination of primarily remote work with some office hours. The second Wednesday of each month is required in the office.