



Director of Development Job Description

Purpose of Position

The Director of Development's primary responsibility is to advance our mission by growing contribution revenue through the strategic execution and management of a comprehensive giving program. The Director works in conjunction with all colleagues of the Advancement team, the Leadership team, and the Advancement Committee to foster a culture of joyful and generous giving of time and financial resources.

Position:

- Full-time, Calendar Year
- Salaried, at-will employee
- Full-time Benefit Eligible

Reports To: Head of Advancement

Qualifications:

- Be a professing believer in Jesus Christ and provide their written Christian testimony (via the employment application).
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Committed to growing their relationship with Christ and regularly attend a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.
- Bachelor's degree required.
- Experience fundraising for a non-profit organization or experience in sales preferred.
- Working knowledge of Microsoft Office, G-Suite, email marketing platforms, and databases.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity and maintains confidentiality.
- Utilizes critical thinking and strategic problem solving skills.
- Knowledge of and appreciation of philanthropy.
- Effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Demonstrated ability to manage multiple projects and/or priorities.
- Willing to work a flexible schedule as needed to assist with events.
- Demonstrated ability to adapt to change.



Responsibilities:

Fundraising

- Deepens relationships by following a donor cycle of identify, cultivate, solicit, and steward.
 - Connects with the hearts of constituent groups (alumni, parents, grandparents, and employees) bridging them to a long-term relationship with the school that results in continued generosity post graduation.
 - Partners with major gifts team to gain strong participation in giving, build strategies for moving donors to higher giving levels, and to cultivate donors for lead gifts for capital campaigns.
 - Collaborates with accounting to ensure gifts are recorded and spent within donor intentions.
 - Ensures donors are aware of their outstanding pledged commitments.
 - Identifies the information to be collected on constituent records.
 - Records information and activity on constituent records.
- Leads successful fundraising events, including but not limited to the True-Blue Gala, the Golf Classic, and other donor events.
 - Involves members of the DMC community as volunteers for events and development activities.
- Eagerly solicits contributions from individuals and organizations
 - Provides support for capital and planned giving campaigns.
 - Leads the business sponsorship program.
 - Leads participation in DMC's portion of the Heart of Iowa STO annual fundraising.
- Sets annual goals based on data and/or the Strategic Giving Plan.
 - Develops a coordinated matrix of solicitation strategies involving email, direct mail, phone, personal meetings, and volunteer engagement.
 - Collaborates with DMC Marketing team for messaging, design, and events.
 - Monitors dashboard data to evaluate the health of total giving.

Administrative Duties

- Serves on the Advancement Committee.
- Assists with events hosted by the Advancement Department.
- Responsible for fundraising sections of the Annual Report.
- Reviews and updates content on the giving pages of the DMC website.
- Stays current with Income Tax Reform that is connected to charitable giving.
- Engages in on-going professional development to learn new skills or improve current skills.
- All other duties as assigned.