



*Development Associates International
Job Title: Director of Development
Revised 12/2018*

Reporting Relationships: Reports to President/CEO

Job Summary: The Director of Development creates and oversees a comprehensive approach to fundraising which includes major gifts, corporate donations, grant solicitation and individual donors. This position works closely with the President/CEO and Board of Directors in all development and fundraising endeavors.

Qualifications:

- Have a personal relationship with Jesus Christ; is a consistent witness of Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of DAI and faithfully upholds DAI's ministry in prayer.
- Strong interpersonal and writing skills.
- Experience in and/or understanding in cultivating major donor and foundation relationships.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Self-motivated and disciplined work habits, along with humility and willingness to learn.
- Professional demeanor, developing interpersonal and public communications skills.
- Recognition that successful donor development is a team effort.
- Bachelor's degree or equivalent required; additional professional development training preferred.
- 5 years minimum experience in professional fundraising; background in major gift development a plus.

Duties and Responsibilities:

1. Develop and embrace an in depth understanding of DAI's history, values, vision, mission and programs, and effectively communicate that information to donors and prospects.
2. Grow a major gifts program including identification, cultivation, and solicitation of major donors.
3. Oversee grant seeking including prospect research, proposal writing and reporting requirements.
4. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
5. Secure and expand financial support via the under \$5K donor tier.
6. Direct the annual fund program, including mailings and annual fundraising drives.
7. Coordinate and direct capital campaigns and other fundraising special events.
8. Oversee donor database and tracking systems.
9. Supervise and collaborate with other fundraising staff, ie: local and international activities.
10. Develop, supervise and manage the development and marketing/communication teams.
11. Oversee creation of publications to support fundraising initiatives.

Working Conditions:

- The position is a full-time position
- Responsibilities include some travel
- The base salary range is \$70,000 to \$90,000 annually depending upon education, experience and agreed upon hours.

The above statements are intended to describe the essential functions of the job. It may be necessary for a person to perform other tasks as needed.

Interested applicants should submit cover letter and resume to loverstreet@daintl.org

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