

<b>Job title</b>	<i>PDHC Director of Development</i>
<b>Reports to</b>	<i>President</i>

### **Job Purpose**

The Director of Development is responsible for planning, organizing, and directing all PDHC fundraising events and for professionally representing PDHC to all current and prospective ministry supporters. The Director is a member of the leadership team and works closely with the President in all development and fundraising endeavors. The Director helps to cultivate a supportive and successful ministry through proper staff, volunteer and facility care in order to best represent PDHC to the community.

### **Staff Supervision**

This position reports to the President and is responsible for supervision of the Community Outreach Coordinator, Events Coordinator, and working closely with Marketing & Communications.

### **Essential Duties and Responsibilities**

- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events, obtain event underwriting sponsorships through community partnerships.
- Oversee prospect research.
- Work closely with PDHC President
- Make public appearances/accept speaking engagements to share information about the PDHC with the community.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.
- Participate in strategic planning for the organization; implement and monitor ministry service progress, evaluate and report on goal achievement.

- Analyze program success and provide reporting metrics to the President. Regularly provide bench mark reporting to the staff.
- Participate in budget planning and adhere to budgeted program expense.
- Establish and ensure safeguards for the organization through proper policy and procedure of all reporting areas.
- Network with community service providers, fellow pro-life organizations, and affiliating agencies to promote services, recognize trends and areas for improvement.
- Provide leadership, including spiritual care from a Christian view, including pro-life and chastity affirming principles to all direct reports.

**Qualifications**

- Bachelor Degree or equivalent life and work experience.
- Have knowledge and experience in fundraising techniques and major gift fundraising.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Previous leadership experience; excellent ability to lead and develop personnel.
- Strong writing and interpersonal skills.
- Outstanding organizational and stress management skills.
- Flexible and adaptable during change and crisis, aptitude in problem-solving.
- Proficient computer and audio visual skills.
- Initiative and creativity with the desire to work on a team.
- Experience and sensitivity in working with individuals from diverse cultural backgrounds.
- Pro-life convictions and heart-felt desire to represent and live out the policies and principles outlined in the PDHC mission statement and the *Employee Manual*.
- Attests commitment to the Christian faith by the Nicene Creed and participates in local church.

**Working conditions**

This position requires some evening and weekend availability.

**Physical requirements**

This position may require standing for extended periods of time and lifting up to 40lb. objects on an as needed basis.

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<b>Approved by:</b>	
<b>Date approved:</b>	

