

# ROCKFORD RESCUE MISSION MINISTRIES

## DEVELOPMENT DEPARTMENT

### JOB DESCRIPTION

Rockford Rescue Mission considers every position one of ministry and a vital part of our team. Therefore, it is essential that all staff of RRMM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, staff must be willing to lead and/or participate in Bible study, prayer, devotions, chapel and sharing the Gospel.

**JOB TITLE:** DIRECTOR OF DEVELOPMENT

**REPORTS TO:** Executive Director

**PRINCIPAL DUTIES/RESPONSIBILITIES:** To oversee, lead, develop and coordinate the overall strategy for total Mission Development and Stewardship to include annual giving, planned giving and special events. To coordinate public awareness and development activities and functions of the development department and to lead the development team in promoting and representing the ministries of the Mission.

**WORKING CONDITIONS:** Majority of work is done indoors. Fifty to sixty percent of time is spent using computer and/or telephone. Requires some travel in either personal or company vehicle. Minimum lifting not to exceed 40 pounds with some bending, stretching or twisting.

#### **A. DEVELOPMENT LEADERSHIP**

1. Provide leadership to all development efforts for the Mission.
2. Communicate consistently with Executive Director and Board of Directors on all development appropriate issues.
3. Oversee all donor relationship strategies for the Mission.
4. Be a contributing member of the Mission's Leadership Team from the development perspective.

5. Maintain knowledge about homelessness, rescue and funding environments on a local and national level.
6. Ensure that appropriate communication is maintained with all outside consultants concerning giving records (acquisition, cultivation, and planned giving).

## **B. DEVELOPMENT MANAGEMENT**

1. Oversee Development Strategy and assignments to development staff.
2. Interface regularly with various organizations and agencies to increase organizational awareness and standing.
3. Oversee all strategies presenting Rockford Rescue Mission to external audiences and in meetings with potential funding sources.
4. Oversee all training and coaching of all development staff to build team and facilitate personal and professional growth in team members.
5. Oversee and ensure the website is up-to-date and periodically upgraded to maximize exposure, communication and on-line giving.
6. Oversee all public relations efforts in the community.
7. Develop and maintain good working relationships with local radio, television and newspaper staff by serving as media liaison.
8. Oversee all development reporting including reports on strategies to Executive Director and Board of Directors.

## **C. DEVELOPMENT TASKS**

1. Oversee and personally manage the Major Donor Strategy of the Mission. (Spending 25-40% of time out of office with donors).
2. Personally be involved in appropriate development strategies (Public Relations, Special Events, Major Donor Events.)
3. Guide and counsel the Executive Director in all appropriate development/donor events as needed.

#### **D. GENERAL RESPONSIBILITIES**

1. Work with Executive Director and the Board Development Committee to formulate, implement and monitor effective development plans and strategies.
2. Implement and monitor progress toward long-term plans in fund development and donor relations; provide reports as requested.
3. Prepare and maintain the budget for Development Department.
4. Engage in stewardship training with staff and board members.
5. Evaluate funding opportunities to ensure appropriate partnership with Rockford Rescue Mission.
6. Approve all special fundraising projects and coordinate efforts with staff.
7. Perform all other duties as assigned.

#### **E. PHYSICAL FACTORS**

1. Sitting at a computer for extended periods of time.
2. Occasional standing, reaching, bending, twisting and stooping.
3. Frequent moving and walking.

#### **F. QUALIFICATIONS**

1. Four year degree with a proven track record in development and public relations.
2. Must be of exemplary character displaying respect, accountability and professionalism.
3. Servant leader who demonstrates faith, humility and unity.
4. Enthusiastic about Rockford Rescue Mission's purpose, vision and values.
5. Skilled and effective in written and verbal communications.
6. Must be teachable and function as a team player.
7. Experienced in building and maintaining relationships with donors and engaging them through giving.

8. Must be able to manage multiple tasks and work with deadlines.
9. Must engage in safe and healthy work practices, both on the premises and off-site facilities. Must take an active part ensuring the safety, health and well-being of all our employees, volunteers and Mission guests.
10. Willing to work weekends and evenings as necessary.
11. Proficient in MS Office (including Word, Excel and Outlook).
12. Experience with donor database.

**EMPLOYEE SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_