

# Faithbridge Church

## Position Description

### Position Assignment:

<b>Title:</b>	<b>Development Manager</b>
<b>Recruited By:</b>	Executive Director of Bridging For Tomorrow
<b>Staff Grade:</b>	Full time, nonexempt (40 hours/week)
<b>Accountability:</b>	Director of Communications of Bridging For Tomorrow
<b>Ministry/Dept:</b>	Bridging For Tomorrow

**Summary of Position:** Under the direction of the Director of Communications, the Development Manager oversees Bridging For Tomorrow's donor relations program, manages all fundraising initiatives & campaigns, and creates strategies to grow the organization's revenue streams. This role involves organizing large-scale fundraising initiatives, working with board members, managing our annual fund and building relationships with donors, staff and volunteers.

### Duties & Responsibilities:

#### 1. Daily/Weekly:

- Develop and execute a strategic plan annually to raise funds for the organization through donor identification and retention, corporate and organizational partnerships, and grants
- Support the Executive Team in formulating short-term and long-term growth plans for the organization, including identifying the resources and relationships needed to actualize them
- Perform market research to identify new opportunities to grow awareness of BFT within the business community
- Plan and oversee donor events (including, but not limited to Plant a Seed) with outside committees and individuals to promote BFT to the larger community
- Assist the Director of Communications to create and implement a communication strategy for donors, community partners & other BFT supporters
- Collaborate closely and regularly with other members of the BFT team to be knowledgeable about all BFT programs and initiatives
- Recruit and train fundraising volunteer leaders
- Represent BFT at local business networking events
- Manage BFT's fundraising budget, tracking expenditures and reviewing budget performance monthly
- Prepare weekly and monthly status reports, compile follow-up documentation and consistently maintain program records as specified by the Executive Director

2. Must attend weekly staff meetings and occasionally other meetings as directed by supervisor.

3. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor. As this is a new position, other responsibilities could be discussed and assigned by supervisors. This position will be reviewed at the end of each fiscal year.

**Skills and Educational Requirements:**

- Bachelor’s degree, preferably in Business or Marketing or a related field
- 2 years minimum experience in professional fundraising in the nonprofit sector with a proven track record of identifying, cultivating and soliciting individual and corporate donors
- Strong organizational skills as well as flexibility to adapt to unpredictable situations
- Exceptional interpersonal communication, public speaking and writing skills
- Ability to communicate and interact comfortably with business leaders and community leaders
- Strategic thinker
- Proficiency in donor management systems or CRM databases

**Organizational Relationship:**

This position shall be directly accountable to the Director of Communications of Bridging For Tomorrow. This position will have contact with paid staff, board members, volunteers and community members.

**Working Conditions:**

Position is 40 hours per week. Hours will include office hours and meetings offsite. Off-campus continuing education as directed by supervisor may be included.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, detail oriented, good organizational skills, ability to use discernment in making decisions, demonstrate concern for people and community, able to work independently, but also as a team player.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

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Employee's Signature

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Date

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Employee Name