

Hope Church Job Description

Department: Development (Fundraising)

Job title: Director of Development & Stewardship

Reports to: Senior Pastor and COO

Salary Range: Commensurate with Experience

Level/Grade:

Type of position:

Hours:

Exempt

Salary

Full Time 45-55 on average

General Description:

- *A key member of the leadership team with responsibility for planning and implementing the donor development process. Create numerous, efficient, and compelling opportunities for donors to support Hope and to make it a satisfying and rewarding giving experience.*
- *Accountable to meet goals each month, quarter, year, and a multi-year plan.*
- *Hope is the largest church in the state of Tennessee and the 69th largest in the country with a passion for reaching the un-churched. (www.Hopepres.com)*

Essential Duties and Responsibilities:

- *Generate donor development by:*
 - *Maximize donations from members and supporters to support the vision of Hope.*
 - *Research, identify, and categorize a strategic donor database*
 - *Cultivate donor relationships for giving, gifts, and development*
 - *Plan and manage fund-raising campaigns and activities.*
 - *Maintain complete confidentiality at all times.*
 - *Research publicly available data to graph trends in giving.*
 - *Community development and fund-raising*
 - *Major gifts and asset donations*
 - *Online giving*
 - *Planned giving, estate planning, legacy gifts*
 - *Continually research and implement donor development “best practices”*
 - *Be personally committed to the “Culture of Giving.”*
 - *Do “Whatever It Takes.”*
 - *Management Reporting and Metrics*
 - *Performing other duties as assigned.*

Work experience requirements:

- *5+ years of experience in donor development, fund-raising, stewardship, and sales management with a proven track record of accomplishments.*

Education Requirements:

- *College degree is required.*

Other Skills and Qualifications:

- *Trust and Faith in Jesus Christ as Lord & Savior*
- *Committed to the vision of Hope church and comfortable in an un-churched culture*
- *Energetic and Self-Motivated*
- *Entrepreneurial*
- *Results-Oriented*
- *Exceptional Organizational Skills*
- *Strong Interpersonal Relationship Building Skills*
- *Computer literate and solid user of PC/software*