

worship 24/7

JOB DESCRIPTION Director of Development

SUMMARY:

The person in this position is responsible for the strategies, implementation and oversight of all fundraising activities and revenue streams for Worship 24/7 and will work out of our offices in Portland, Oregon.

Under the direction of the General Manager, the Director of Development plans and organizes fundraising activities, sets and manages the development budget, and communicates faithfully with donors about what God is doing through the ministry. At their core, this person is a fundraiser with the passion to communicate and motivate people to financially support the vision and mission of Worship 24/7.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Ensure that the organization has the necessary funding to function and grow.
- Develop, organize, and implement all aspects of our fundraising programs.
- Generate many types of written donor communications, fundraising letters, surveys, receipts, newsletters, annual reports, and contribute to digital and social media written content.
- Craft and implement processes which ensure accurate and timely reporting to donors of their giving activity.
- Cultivate single gift donors to monthly donors, monthly donors to mid-level donors, and mid-level donors to major donors.
- Engage with donors personally by being present and by participating in promotional events
- Make direct, face-to-face solicitations when appropriate.
- Report on fundraising activities and effectiveness to senior leadership, board of directors, and the team
- In charge of communicating fundraising goals throughout the organization. Provide training and equipping team members to reach goals.
- Identify development team staffing needs, interview candidates, and on-board well-qualified personnel.
- Oversee the development department budget and monitor expenses.
- Other duties as assigned.

GENERAL DUTIES AND RESPONSIBILITIES:

- Contribute to the broader Worship 24/7 team in an effort to encourage our listeners to take one step closer to Christ.
- Devote your full and best efforts to fulfilling your role on behalf of the ministry.
- Fulfill your job responsibilities with integrity and Christian ethics.
- Supports station activities on and off the premises
- Professional attitude and appearance are required.

SUPERVISORY RESPONSIBILITIES:

- **Received:**
 - Receives direct supervision from President and General Manager
- **Given:**
 - Has a direct supervisory responsibility to Development team
 - Carries out supervisory responsibilities in accordance with the station's policies and applicable laws. Responsibilities include, but are not limited to, interviewing and training employees; planning, assigning and directing work, appraising performance, rewarding, and disciplining reporting employees, addressing complaints and resolving problems.

QUALIFICATIONS:

- Live a life that reflects a personal and maturing relationship with Jesus.
- Attend and be involved with a local church.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- 2 years of nonprofit development experience
- BA (required)
- Management and leadership experience
- Demonstrated excellence in organizational, managerial, written, interpersonal and verbal communication skills.

Language Skills

- Superior command of English grammar and spelling.
- Excellent verbal and written communication with strong presentation skills.

Mathematical and Technology Skills

- Proficiency with Bloomerang software products or similar donor management software
- Proficiency with MS Office applications
- Experience in measuring data and outcomes of events to determine fundraising program effectiveness.

Other Skills and Abilities

- Excellent interpersonal and conflict resolution skills.
- A demonstrated ability to lead others with proven ability to influence at all levels.
- The ability to work on a team and independently.
- Available to travel, work weekends, and evenings.
- Must have and maintain a driver's license and a clean driving record.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodation may be made to enable individual disabilities to perform the essential functions.
- The employee will periodically be called upon and must be able to work long hours under stressful conditions.
- While performing the duties of this job, the employee is regularly required to sit, walk, stand, climb stairs; use hands to finger, handle, or feel; to lift and/or carry items of up to 50 pounds; and talk or hear.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate
- While performing the duties of this job, the employee is regularly to talk, hear, walk, stand, and sit for extended periods, travel, and reach overhead with arms.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- The ability to drive an automobile during the day and night, and other occasional travel, is necessary.
- The work environment is usually performed in an office, but events and training seminars may take place in a wide range of venues.

Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.