
DEVELOPMENT AND COMMUNICATIONS – DIRECTOR OF DEVELOPMENT

Position Assignment

Title: Director of Development (Annual Giving)

Organizational Unit: Development and Communications

Recruited by: Vice President of Development and Communications

Approved by: President and CEO

Working Relationships

Reports to: Vice President of Development and Communications

Staff Team: Vice President of Development and Communications, Director of Communications, Director of Church Relations, Development and Communications Administrative Assistant, and all STCH Ministries staff to enhance the total program

Basic Functions

The Director of Development of South Texas Children's Home Ministries (STCH Ministries) works with the Vice President of Development and Communications to enlist and cultivate donors for annual gifts and estate planning, and responds to any development opportunities that arise to further STCH Ministries mission, vision, and values.

Basic Responsibilities

1. To work with Development team to plan and implement development activities, evaluate donor reports, and maintain current records of STCH Ministries' constituents.
2. To assist in other fund raising and public relations activities, speaking opportunities, etc.
3. To assist in campus activities, church relations, and area events when requested.
4. To work with the Vice President of Development and Communications on the budget process, helping to anticipate expenses, and operating the Development and Communications program in accordance with the budget approved by the STCH Ministries Board of Directors.
5. To perform all other duties as assigned.

Responsibilities specific to Annual Giving

1. To oversee, develop and grow the Partner in Hope giving initiative.
2. To develop and execute strategies for new donor acquisition and growth.
3. To ensure proper donor cultivation, solicitation, and stewardship of donors assigned in portfolio.
4. To facilitate and implement an ongoing comprehensive Annual Giving program to include mail appeals, email appeals, giving initiatives, etc.
5. To work with each Director of Development to determine moves management from annual donors to major gift donors.
6. To oversee, facilitate and implement various workflows for constituents served and added to database to increase giving, engagement and involvement with STCH Ministries.

Responsibilities specific to Events and Donor Recognition

1. To facilitate and execute all fundraising events for STCH Ministries to include, but not limited to, the annual golf classic, Week of Hope, sporting clays tournament, etc.
2. To facilitate and implement an adequate donor recognition and stewardship program for all donors.

I, the employee, have read, understand, and agree with the position description for Development and Communications – Director of Development.

Employee Signature

Date

Employee Supervisor Signature

Date