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## **DEVELOPMENT AND COMMUNICATIONS – DIRECTOR OF DEVELOPMENT**

### **Position Assignment**

- Title:** Director of Development (Major Gifts)
- Organizational Unit:** Development and Communications
- Recruited by:** Vice President of Development and Communications
- Approved by:** Executive Vice President of Ministry Operations

### **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 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.

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**Responsibilities specific to Donor Relations**

1. To seek and identify new prospects in relation to assigned area, and have all names and addresses input into database.
2. To build and cultivate relationships with prospects and donors.
3. To assist prospects and donors in gift planning to include asking them to participate in annual giving and/or making major gifts.
4. To enlist and assist prospects and donors in estate planning.
5. To maintain a donor portfolio of individual donors and create opportunities to increase funding (4x salary) each year.

**Responsibilities specific to Corporate Relations**

1. To develop and coordinate all corporate fundraising. Prepare, review, edit and package formal proposals on behalf of STCH Ministries.
2. To maintain a donor portfolio of corporations and create opportunities to increase funding (2x salary) each year.

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

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Employee Signature

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Date

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Employee Supervisor Signature

\_\_\_\_\_  
Date