

**Position Summary:**

The Development Director at the Pregnancy Resource Centers of Central Oregon (PRCCO) is responsible for planning and directing activities related to fundraising, donor care, communication and cultivation. The position includes development and ongoing maintenance of social media and building relationships that will advance the recognition of our name and services across Central Oregon. This individual works closely with the Executive Director to provide administrative excellence as it relates to the overall functioning of the organization. As a staff member, they may be called upon to assist with the management of the day-to-day operations of a center along with the possibility of serving clients personally.

**Reports to:** Executive Director**Supervises:** Volunteers and Staff (for events as needed)**Hours:** 28/week (flexible during event seasons)**Required Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of PRCCO.
- Demonstrate the ability to develop leadership and a team spirit.
- Possess excellent administrative and management skills.
- Have one year of experience as a volunteer in some ministry capacity.
- Have two years of experience in a position requiring management experience or equivalent.
- Exhibit skill in interpersonal communication, public speaking, and problem solving.
- Be able to provide spiritual leadership, discipleship, and support to the directors and volunteers.
- Be in regular attendance at a local church fellowship.
- Be able to carry out all responsibilities with little or no supervision, while prioritizing and managing multiple projects simultaneously.

**Education/Experience/Skills:**

- Bachelor's degree or comparable business and/or career experience in a related field preferred.
- Two years' experience or more in non-profit fundraising and development preferred.
- Experience working with donors.
- Demonstrated success in leading the development and oversight of large fundraising events.
- Ability to coach, develop, and empower staff and volunteers.
- Must be a self-starter, highly detail oriented, highly organized with strong time management/multi-tasking skills.
- Excellent computer skills (Microsoft Word, Excel, Email, Google Suites)
- Excellent oral and written communication skills
- Results oriented and confident of ability to grow revenue
- Must complete PRCCO volunteer training seminar at first availability.

**Working Conditions**

- Works primarily in an office environment, with flexible work from home options.
- Normal work week is Monday - Thursday
- Weekend and evening hours on a minimal and as needed basis
- Requires frequent local travel throughout Central Oregon

## Essential Functions:

**Development**

- Facilitate the development of a proposed annual Development strategy with the Executive Director.
- Continually research latest development strategies, techniques, trends, etc., based on reputable resources (Care Net, Heartbeat, etc....)
- In conjunction with Executive Director, identify donors/donor groups in which to develop, care for, cultivate and maintain authentic relationships
- In conjunction with Executive Director accept gifts from donors and ensure that all deposits are made, records are updated, receipts and thank you letters are sent promptly
- Continually seek to improve donor retention and acquisition rates, and be knowledgeable of such rates.
- Assist in identifying new revenue sources for the organization.
- Complete any applications related to donor giving programs and maintain said programs such as Oregon Bottle Drop, PayPal, eBay, Giving Tuesday, Amazon Smile, GuideStar, etc.
- In conjunction with the Executive Director, develop, write and distribute, regularly scheduled monthly donor mailings, monthly partner emails, Newsletters, an Annual Report, Christmas cards and other correspondence throughout the year.

**Fundraising**

- Oversee planning, development and execution of 3 major fundraising events per year. Events include but not limited to:
  - Annual Fundraising Banquet
  - Baby Bottle Campaign
  - Sanctity of Human Life Celebration
- In conjunction with Executive Director, develop and execute direct mail fundraising campaigns.
- Oversee staff and volunteers assisting in execution of fundraising events.
- Schedule and document post event de-briefings.
- Maintain events calendar
- Conduct ongoing research into future potential event speakers and venues.
- Develop and facilitate event committees and committee meetings.
- Create and follow a budget for each event.

**Donor Relations**

- Meet and communicate with current and prospective donors on an ongoing basis, including the ED as needed.
- Maintain and build files needed to support donor database.
- Develop and grow a major gifts and planned giving program including identification, cultivation, and solicitation of monthly and major gifts.
- Manage and lead strategy for regular donor communication pieces via electronic media, US mail, and social media.

**Church Relations**

- Develop and execute a program to appeal to current and potentially supportive churches and pastors for financial support, educating them about the services and ministry of PRCCO with the goal of obtaining their support and involvement.
- Develop and maintain relationships with other ministries/organizations that meet client needs.

**Community Relations**

- Cultivate, educate and maintain working relationships the local community, including business groups, civic organizations, philanthropic prospects, churches, pastors, community groups, as well

as others in the professional community about PRCCO with the goal of educating them about the services of PRCCO, obtaining their support and involvement with the ministry.

- Manage and/or oversee key relationships with existing and potential new corporate partners.
- Work with the Executive Director to create and implement a community outreach and marketing plan for the year.

**Staff and Volunteers**

- Assist with the planning and implementation all staff and volunteer retreats, appreciation events and trainings
- Onboard all new staff members at the direction of the ED.

**Online / Social Media**

- Social Media: Facilitate development of social media plan and provide strategic oversight.
- Review PRCCO websites to ensure they stay relative to our demographic and contain accurate information.

**Administrative**

- Process all donor mail and deposits
- Annually review position and perform goal setting in preparation for performance review with ED.
- Maintain and build staffing, volunteer, donor, vendor, financial and event files to support admin functions of PRCCO, both paper and electronically.
- Assist with the recordkeeping and the assignment of staff equipment, credit cards and keys.
- Coordinate with a yearly calendar for the ministry and implementation of special events.
- Attend all monthly Board meetings, take minutes and present a monthly report

**Other Duties**

- Handle routine phone calls when Executive Director is unavailable.
- Perform other needed assignments not specifically delineated above as requested by the ED.
- Attend staff development workshops and conferences
- Speak at churches or for other community groups or enlist speakers when requested.

This is not an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. PRCCO may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. If an offer of employment is extended by PRCCO, you will be asked to sign this document and agreeing to the following:

- I am capable of performing the essential functions of this position.
- I understand and agree that my employment with PRCCO is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_ Today's Date: \_\_\_\_\_