

Bridgehaven Pregnancy Support Center	
Position Profile	
Position/Title: Director of Development	Adopted: 6/2014
	Revised: 6/3/2019

POSITION DESCRIPTION	
Department: Development	Full/Part-time: Full time
Reports To Position: Executive Director	Hrs/week: 40
FLSA Status: Exempt Salary	Probationary Period: 90 days or less from date of original hire
Pre-employment Testing: Background check prior to hire	
Subordinates: All paid and/or volunteer development department staff, including the Marketing Coordinator and Treasures Store Manager	

GENERAL STATEMENT OF DUTIES

The Development Director provides leadership, direction, and creativity for Bridgehaven's fundraising and community awareness efforts. This role works with the Executive Director to plan and implement the center's fundraising, client marketing, and community awareness strategies that cultivate philanthropic support in order to meet the short and long-term needs of the pregnancy center. All activities shall be consistent with the mission and goals of the organization and shall reach individuals, corporations, churches, and para-church organizations in the community.

EXAMPLES OF ESSENTIAL WORK

Fundraising

- Create and execute an annual fundraising plan to meet the budgetary needs of the organization and accomplish the annual goals and objectives for the Development Director.
- In conjunction with the Executive Director and board of directors, design, implement, coordinate, and evaluate efforts in the following areas of fund development: annual giving, major gifts, planned giving, endowment, special events, grants, Treasures Quality Resale Shoppe, and other ongoing activities.
- Coordinate development efforts to support the overall strategic plan for the pregnancy center.
- Compile, organize, and assess data as it pertains to the annual fundraising plan; report, in a timely manner, the monthly and annual progress and effectiveness of development efforts to the Executive Director and board of directors; identify problems in meeting objectives and recommend solutions.
- Plan and ensure execution of all special fundraising efforts or events, such as: annual gala, Baby Bottle Boomerang, Walk/Dance, Day of Giving, and other activities.
- Creatively engage individuals, businesses, churches, and the broader community with the mission and vision of Bridgehaven.
- Grant Writing, management and reporting.

Donor Relations

- Conduct prospect research and identification activities for the pregnancy center; devise and implement specific strategies to develop relationships with individual donors, community churches, and businesses; cultivate these relationships to expand the ministry's donor base.
- Create and implement processes that ensure donor database is current and accurate so it can be utilized to its fullest potential in cultivating relationships with individuals, organizations, churches, groups, and foundations that are supportive of Bridgehaven's mission.
- Develop productive relations with actual and potential donors, including personal contact and face-to-face meetings on an ongoing basis.
- Coordinate meetings for appropriate Bridgehaven staff and board members with major donors, pastors, business leaders, and other potential partners.
- Create ongoing partnerships with a select group of donors Bridgehaven calls Impact Partners.
- Develop and maintain strong working relationships with key contacts within the community; this includes businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising opportunities within these groups and recommend a course of action for entering these markets.
- Accept assignments not specifically outlined above as requested by the Executive Director and board of directors.

Public Relations/Marketing

- Represent Bridgehaven in public settings or media engagements to enhance development efforts of the pregnancy center.
- Serve as a liaison between Bridgehaven and the community, ensuring a strong understanding of the organization's mission, vision, and services.
- Oversee the Marketing Coordinator and help establish goals for Bridgehaven and Treasures Quality Resale Shoppe marketing, internal and external communications, public and media relations, special events, and marketing avenues including internal and external publications, printed materials, and online presence.

Treasures Quality Resale Shoppe

- Oversee Treasures Store Manager and help establish goals for sales and operational expectations. Serve as a liaison between Treasures and Bridgehaven, ensuring a strong connection between the mission, staff, and volunteers of each.

REQUIRED KNOWLEDGE AND ABILITIES

- Excellent communication skills, including verbal, written, and public speaking with clarity and tact, especially around controversial topics.
- Excellent interpersonal skills.
- Ability to provide spiritual leadership, discipleship, and support to volunteers and staff.
- Ability to carry out responsibilities with little or no supervision.
- Detail oriented with the ability to manage projects from inception through execution.
- Excellent computer literacy in Microsoft Office and data base management.
- Demonstrated skills and knowledge in Marketing, Communications, and Public Relations.
- Strong creative, strategic, analytical, organizational, and personal sales skills.
- Ability to prioritize and delegate tasks to ensure productivity and completion of objectives.

ACCEPTABLE EXPERIENCE AND TRAINING

- Have a bachelor's or master's degree, preferably in communications, public relations, management, marketing, or a related field, or related work experience equivalent.
- Previous experience with non-profit development, fundraising, and donor relations.

- At least two years of management experience, with strong skills in conflict resolution, crucial conversation, and problem solving.

REQUIRED SPECIAL 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 Commitment of Care and Competence, Statement of Faith, and the policies of Bridgehaven.
- Faithfully attend a bible-believing church.

ESSENTIAL PHYSICAL ABILITIES

- Position involves working in an office setting.