

JustFaith Ministries is a twenty-year old, national nonprofit ministry that creates small group learning resources to form, inform and transform people of faith and sustain them in their compassionate commitment to a more just and peaceful world. We are seeking a **Director of Development** who will bring a passion for social justice to the work of donor cultivation and solicitation. This position is 40-hours a week and does require travel (when safe). JFM is located in Louisville, KY, but the position can be performed remotely. The ideal candidate will have formal training in fundraising (either certifications, professional development, coursework, or a college degree) and at least 10 years of experience with a track record of success in areas of donor cultivation and solicitation, including: grant writing; major donor cultivation; planned giving; and appeals. The ideal candidate will also have a strong commitment to the mission, vision, and values of JustFaith Ministries and demonstrated success in working in highly collaborative environments. For more information about JustFaith Ministries and a full position description, visit www.justfaith.org. Interested candidates should submit a cover letter, resume, and three letters of reference to info@justfaith.org by June 10, 2021.



Job Description **Director of Development**

Mission Statement: JustFaith Ministries forms, informs and transforms people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.

The staff of JustFaith Ministries is committed to being a faith community working in partnership with each other to see that the work of JustFaith Ministries is accomplished and instilled with the integrity of the Gospel. Love, reverence, and collaboration are the qualities sought from members of the staff team.

Job Title: Director of Development

Classification: Full-time, exempt; occasional travel; occasional weekend or evening work.

Salary Range: \$57,000 – 69,000

Reporting Relationships: Reports to Executive Director

Position Overview: This position exists to lead all aspects of development work for JustFaith Ministries with the support of the Development Associate and Senior Advisor. This includes donor appeals, donor stewardship, major gifts stewardship, foundation fundraising, grant writing, donor data tracking and general development communications.

Specific Responsibilities

Major and Significant Donors 35%

Implement strategies to identify and cultivate major, significant and important donors. Provide direction for the Staff Development Team, Executive Director, President and Founder, Board and Board Emeritus in cultivation of donors as needed. Cultivate donors with care, respect, and reverence. Meet with donors across the country to build relationships and directly solicit financial support for the ministry

Grant and Foundation Fundraising 15%

Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundations and corporate sources including research, evaluation and cultivation of prospects, as well as on-going cultivation of grantors; collaboration with appropriate staff; and working with the Business Manager to ensure compliance with all grant reporting requirements

Donor Appeals and Campaigns 10%

Oversee, timing, content, and execution of donors appeals (direct mail, online and other) and donor campaigns

Donor Acknowledgment and Stewardship 10%

Oversee recording and acknowledgement of donations and appropriate use of donor funds. Oversee the tracking of data and the generation of regular reports to the Executive Director, JFM staff, and Board Development Committee on key aspects of development and progress towards

Communications 10%

Oversee the development of fundraising materials, including the case for funding, planned giving materials, donor communications, an Annual Report and development content for the Web site and other vehicles of communication

Planned Giving 5%

Support the development and execution of a planned giving program

Other Specific Responsibilities 15%

- Facilitate Staff Development Team meetings
- Participate in the JFM Staff meetings and team meetings
- Work with the Development Committee of the JustFaith Ministries' Board of Directors and with members of the board of directors as assigned and as appropriate
- Maintain efficient personal office and administrative systems
- Seek and participate in strategic opportunities for professional development and spiritual growth
- Other duties as assigned.

Knowledge and Skills:

- At least ten years experience with all facets of nonprofit development work, including grant writing, major donor cultivation, planned giving and appeals
- Direct fundraising experience
- Strong collaboration skills and experience working in team environments
- Ability to be flexible and pitch in to help a small staff accomplish big things
- Excellent written communication skills: oral, written and interpersonal
- Excellent organizational skills
- Ability to handle multiple assignments and meet deadlines
- Strong word processing, spreadsheet and fundraising database skills

Qualifications:

- Formal training in fundraising (either certifications, professional development, coursework, or a college degree)
- At least 10 years of experience with a track record of success in areas of donor cultivation and solicitation, including grant writing, major donor cultivation, planned giving and appeals
- Commitment to the mission, vision and values of JustFaith Ministries
- Demonstrated success in working in highly collaborate environments
- Willingness to travel to meet with donors