

**Title:** Development Director  
**Reports to:** CEO  
**Leads:** Development Team  
**External Interfaces:** Individuals, Churches, Foundations, Corporations, Volunteers  
**Compensation:** Starting salary commensurate with experience; healthcare plan provided.  
**Submit to:** [kirk@agapedevelopment.org](mailto:kirk@agapedevelopment.org)  
**Deadline:** Rolling application process, but interviewing begins immediately

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**Mission:**

Agape Development is transforming our neighborhood by preparing Christ-following, independent, community leaders. Founded in 2005, the ministry has grown to serve the OST/South Union community just south of Third Ward through ministries to children, youth, and adults, through social enterprise, and through mixed income housing development. We are guided by listening to the neighbors, following Jesus, empowering rather than creating dependency, and creating opportunity regardless of circumstances.

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**Job Description:**

The Development Director will be responsible for overseeing all the fundraising efforts of Agape Development. The director will supervise the additional fundraising/development staff which currently consists of longtime volunteer coordinator, a gift administration staff member, and a communications associate, all of which are part-time totally about 50 hours per week. The Development Director works closely with the founding CEO and the board of directors in all development and fundraising endeavors including, but not limited to, individual donor development, event planning, grant review, and donor cultivation/stewardship. While staff will assist with certain aspects of fundraising, the Development Director will need to have the mindset of running a small shop.

The biggest skills needed for the Development Director are written communication, team management, planning and event coordination.

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**Responsibilities for Development & Communications:**

- PLANNING - Work with the fundraising committee of the board and CEO to refine and implement a development plan with full participation of staff, board and volunteers.
  - Engage all board members in reaching their networks.
  - Equip the executive director with materials and organization to increase fundraising production.
  - Execute and update a yearly development plan with effective, proactive task management.
- COMMUNICATIONS-
  - The Director oversees and executes much of the communication of the organization including
    - Grant writing
    - Monthly enews
    - Capital campaign updates
    - Print newsletters
    - Yearly impact report
    - Board reports

- Board report narratives
- Social media posts
- COORDINATION WITH OTHER TEAMS
  - Agape Development has 4 additional teams: Administration, Ministry Programs, Social Enterprise, and Housing. The Development Director coordinates the fund development efforts with each of these teams, especially to produce outward communication.
  - The administration department reconciles the donor records with the accounting records and must be in sync with the development department.
  - Every team takes part in planning and managing internal staff development and events like birthdays, staff care, etc.
- DONOR ENGAGEMENT- Responsible for donor identification, cultivation, solicitation, and recognition in conjunction with the Executive Director.
  - Individual donor development process including monthly, annual, and major donors.
  - Organizational development process including church partnerships, corporate and foundation relationships, and especially the grant writing associated with those entities.
- EVENTS- Oversee events management from start to finish.
  - Past events included seated Junior League Breakfast, Home Evening Events for 150 people, virtual Fundraiser, Major Donor Stewardship Dinner (non-solicitation), and New Facility Open Houses.
  - Agape Development would prefer fewer but strategic annual events with effective use of relationships and time.
- SUPERVISION- Supervise support staff who will have responsibilities pertaining to donor development
  - Gift Processing
  - Social Media & Web presence
  - Print and electronic newsletters
  - Volunteer Management

### **Qualification Requirements:**

The candidate must possess at least 3-5 years of professional fundraising experience, preferably leading the efforts of an organization. Experience planning and executing special events and donor stewardship is preferred. The candidate must be comfortable with public speaking. Must be able to manage the project deadlines of an annual fund development plan and incorporate volunteers as part of the mix.

#### **Education:**

Bachelors required

Further training in fundraising is a requirement

#### **Professional and Personal Skills:**

Strong communication skills, verbal and written

Special Event Management

Must relate well to people of diverse backgrounds  
Possess strong organizational skills  
A self-starter, looking for ways to improve our fundraising  
Willingness and eagerness to learn  
Comfortable learning new technological systems  
Humility, the ability to admit and grow from mistakes



**How have you utilized events in fundraising? Opinion of how they fit into overall strategy?**

**What is your favorite part of fundraising? What is your speciality?**

**For an organization with a budget of 1 million, how would you craft a development strategy?**

**Agape Development is a Christian ministry. Jesus is not just the motivation for kind acts, but he is integral to the transformation we expect to achieve. Tell us about your relationship to Jesus and how it affects your work in fundraising.**



**TELL US ABOUT YOUR PROUDEST MOMENT OF FUNDRAISING.**

**TELL US ABOUT YOUR MOST PAINFUL MOMENT OF FUNDRAISING.**

**DESCRIBE THE WAYS YOU'VE LED A DEVELOPMENT TEAM.**

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date