

LUTHERANS FOR LIFE POSITION DESCRIPTION

TITLE: Development Director

ROLE DESCRIPTION

The Director of Development is responsible for cultivating, stewarding, and expanding the charitable support for Lutherans For Life by engaging in best practices in donor relations. The person in this role is expected to strive for a standard of excellence and involve board and staff leadership in accomplishing donor engagement goals. The Development Director works in cooperation with and under the supervision of the Executive Director of Finance and Operations with input from the Executive Director of Mission and Ministry.

ESSENTIAL CORE VALUES

1. Express a zeal and passion for dealing with the life issues that flows from the love of Jesus Christ
2. A servant's heart based in the servanthood of Jesus Christ
3. A member in good standing of a Lutheran congregation
4. A commitment to the Biblical view of marriage and family (As instituted in Genesis 2:24)
5. A commitment to the Mission, Message, and Manner of Lutherans For Life as well as all position statements as listed on the Lutherans For Life website

ESSENTIAL FUNCTIONS

- Develop and execute development plan for Lutherans For Life
- Track progress toward development goals using technology; adjust goals as necessary in consultation with other team members
- Communicate with constituents, donors, and staff in most effective and efficient way – electronic, written, verbal

MARGINAL FUNCTIONS

- Receive continuing education
- Provide ongoing education of staff and board on ways to naturally insert a development mindset into their roles with LFL

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of

- Lutheran doctrine and networking structure of Lutheran organizations
- The Law and Gospel, God's Word, and Life Issues
- All aspects of the development process
- Non-profit leadership and management

Skilled in

- Listening and building positive relationship with donors, the Life Team members, and LFL volunteers
- Microsoft Office applications and donor management or CRM system
- Grant writing, research, and generating reports for grants

Able to

- Oversee the multi-faceted detail-oriented aspects of a multi-level development program and work in partnership with many people, including the Board, staff, volunteers, and foundation/estate design counselors
- Listen attentively to donors and gain their trust and support
- Travel nationally as needed

EDUCATION

- Bachelor's degree in relevant field

EXPERIENCE

- Commensurate with the duties of the role