

Nebraska Synod
Position Description
Director of Development

Summary of Responsibilities

The Director of Development works closely with the Bishop and Synod Staff to provide leadership for new efforts of the Nebraska Synod as it seeks to develop resources for mission in addition to regular Mission Share (undesigned) offerings. The goal of the Director of Development is to design programs of giving that attract the maximum gift support possible. This is a full-time position which is essential to implementing the Synod's Strategic Vision.

Position Responsibilities

1. Identification, generation and coordination of resources for communicating the mission and ministries of the Nebraska Synod to individuals, congregations and organizations in ways that inspire commitment of financial and other resources
2. Identification, generation and coordination of resources and efforts for developing revenue streams beyond Mission Share offerings
3. Leadership in strategic visioning and development of appropriate fundraising plans and strategies to meet identified needs of Nebraska Synod ministries
4. Cultivating relationships with potential donors.
5. Presenting to congregations and groups within the Nebraska Synod
6. Cultivating sponsorships for fundraising events
7. Management of systems to identify and track prospects and donors
8. Management of systems for tracking donor contacts and contributions
9. Working closely and cooperatively with staff members and lay leaders, particularly the Director of Communication and Director for Stewardship
10. Primary responsibility for Nebraska Synod grant-writing efforts
11. Engaging donors and prospects regularly, and facilitating their contact with Bishop and other Synod leaders to ensure maximum engagement with them
12. Manage portfolio of 125 donors
13. Make 250 direct donor contacts per year
14. Familiarity with tax-benefit contribution options available to donors
15. Attending Nebraska Synod Staff meetings as required
16. Reporting to each meeting of the Nebraska Synod Council, attending as necessary
17. Active participation in Lutheran Planned Giving Services
18. Relating to boards or committees of the Nebraska Synod, as assigned
19. Fulfilling other duties as assigned by the Bishop

Expectations and Requirements

1. Faith in Jesus Christ
2. Familiarity with and commitment to the Lutheran Confessions and the heritage and mission of the Lutheran Church, the ELCA and the Nebraska Synod
3. Flexibility, adaptability and commitment to integrating well with dynamic staff team to ensure individual and collective success
4. Passion for engaging people and inviting them into the thrill of changing the world
5. Active participation in and financial commitment to the life of the Nebraska Synod

6. Establish or maintain membership with and participate in the programs of the Association of Lutheran Development Executives and abide by professional standards for the position including the A.L.D.E. Code of Ethics and the Nebraska Synod Parameters of Fund Raising
7. Maintain the confidentiality of sensitive information
8. Thorough knowledge of Nebraska Synod policies and procedures
9. Thorough knowledge of Nebraska Synod Strategic Vision

Skills Necessary

1. Strong interpersonal skills
2. Effective spoken, print and electronic communication skills
3. Strong organizational skills
4. Personal initiative and ability to function responsibly with minimal supervision
5. Strong leadership and management skills
6. Thorough knowledge of techniques for and demonstrated ability to raise funds
7. Effective presentation skills
8. Strong motivational, sales and marketing skills
9. Reliability, dependability, tact, honesty and good judgment
10. Ability to maintain a budget
11. Strong working knowledge of Office software (Microsoft Word, Excel, PowerPoint)
12. Mastery of fundraising and record-keeping software
13. Passion and enthusiasm for the work of the Nebraska Synod
14. Desire to be part of a dynamic staff team
15. Flexibility, particularly with regard to schedule
16. Ability to meet deadlines
17. Commitment to continuing education and skill development
18. Comfortable with occasional overnight travel
19. Valid driver's license and good driving record.

EDUCATION/TRAINING AND WORK EXPERIENCE

1. Proven success and related experience in fundraising preferred
2. Experience in a goal-oriented environment such as sales, resource development, etc.
3. Experience with database management
4. Experience functioning as part of a team

Opening Timeline: Review of applications will begin immediately and the position will remain open until filled.