

DISCIPLES BENEVOLENT SERVICES

JOB DESCRIPTION

JOB TITLE: DEVELOPMENT DIRECTOR

EMPLOYEE: To Be Announced

REPORTS TO: Vice President for Development

EFFECTIVE DATE: 2009

PREPARED BY:

POSITION SUMMARY:

Coordinate, secure, and cultivate major donors and corporate donors for Disciples Benevolent Services. Serve as the development spokesperson to educate others about Disciples Benevolent Services, its mission, and its purpose within the denomination.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for securing corporate gifts and gifts from major donors.
2. Assume responsibility for specific major donors.
3. Manage system for follow-up on contacts made by DBS president.
4. Keep the Vice President for Development up-to-date on all significant issues relating to the development program through the use of a weekly report.
5. Responsible for capital campaign function.
6. Represent Disciples Benevolent Services in public presentations.
7. Contribute creative energy to the Development Team.

SUPERVISORY RESPONSIBILITIES:

None at this time.

JOB REQUIREMENTS:

Make personal calls on major donors/prospects throughout the year.
Secure gifts from major donors/prospects most of which will be for the benefit of the St. Louis National Office.

MACHINES/EQUIPMENT SOFTWARE USED:

1. Personal computer
2. Laptop
3. E-Mail software
4. Automobile

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WORKING ENVIRONMENT:

1. Frequent solo travel and overnight stay in public accommodations.
2. Ability to conduct business in a private office, professional advisor's office, donor's home, or other diverse locations and/or situations.
3. Occasional long days and weekend work.

QUALIFICATIONS:

1. Undergraduate degree with an emphasis on communications, marketing, or business preferred.
2. Basic knowledge in all phases of fundraising, verifiable success in major donor solicitation, and experience in corporate solicitation.
3. Five - seven years of successful donor solicitation
4. Pleasant persistence, tact, diplomacy, high integrity, and an ability to close.
5. Member of the Disciples of Christ denomination with an appreciation for the structure and philosophy of the Christian Church (Disciples of Christ) and Disciples Benevolent Services.
6. Willingness to travel.
7. Strong and effective leadership, communication, and motivational skills
8. Ability to successfully address, educate, and engage a large audience
9. Self-starter and goal oriented
10. Drivers License.

MARGINAL FUNCTIONS:

1. Ability to work without direct supervision.
2. Ability to deal well with those employees within Disciples Benevolent Services and other units to achieve stated goals.
3. Ability to lift luggage, computer
4. Ability to lift boxes containing seminar materials
5. Ability to assemble program material

PHYSICAL DEMANDS: The physical demands described on the Employer Requirements Form (attached) are representative of those that must be met by an employee to successfully perform the **ESSENTIAL DUTIES AND RESPONSIBILITIES** of this job.

This is not an employment contract.

This job description is not, nor is it intended to constitute a contract of employment between The National Benevolent Association of the Christian Church (Disciples of Christ) ("NBA) and the employee engaged to perform the job described herein ("employee"). The NBA reserves its full rights as the employer and the relationship between the NBA and the employee is intended to be one of employment at will meaning that both the NBA and the employee shall have the same right to terminate the employment relationship at any time, without prior notice, and either with or without cause. The NBA further reserves the right to amend all or any portion of this job description (including, but not limited to, the duties, responsibilities and

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requirements for the job) at any time and from time to time without prior notice to employee.

Signature

Date