



**Position Title: Director of Development**

**Responsible to: Executive Director**

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Description: With the leadership and guidance of the Executive Director and the Board of Directors, the Director of Development will plan, coordinate, and implement the contributed income programs on behalf of AGAPE. These programs include planning and implementing the annual fund revenue goal, maximizing donor support for the agency through the support base of donors, churches, and volunteers, and managing fundraising events as planned.

**Education and Experience Requirements:**

- Bachelor's Degree with experience in fundraising and development or equivalent combination of education and (industry or relevant) work experience.
- Excellent presentation and communication (written and oral) skills
- Ability to take initiative while remaining open to ideas of others
- Skills in collaboration and teamwork
- Ability to be flexible and adaptable personally and with work
- Entrepreneurial with a self-led attitude
- Experience in fund development, donor engagement, and management
- Skill in use of electronic media and social networking
- Comprehensive knowledge of fundraising methodologies and skilled in management, organizational, and communication abilities

**Nature and Scope of Position:**

**I. Program Development**

- A. Works with the executive director to design, implement, and manage all fundraising activities including individual giving programs, annual fund program, endowment development, fundraising events, and other related solicitation.
- B. Builds rapport and support from Middle Tennessee congregations and identified supporters

- C. Participates in agency strategic planning and management as member of Administrative Leadership Team
- D. Identifies options for meeting agency needs through contributed goods and services

## **II. Program Implementation and Administration**

- A. Establishes forecasts and prepares evaluations of fundraising potential for the development activities by identifying and rating prospects, with special attention given to those prospects having the highest potential. Manages all strategies and activities for donor cultivation, solicitation, and sustaining relationships
- B. Supervises donor and gift record-keeping through Kindful, AGAPE's donor data base
- C. Oversees the management of databases and all records, files, and donor processing
- D. Analyzes and suggests improvements to enhance program efficiency

## **III. Department Procedures**

- A. Develops calendars and action plans for each mail appeal and special event
- B. Directs the production of quarterly newsletter, agency brochures, and other print material
- C. Directs the production of campaigns and special events, sets priorities to implement campaign action plans, gauge results, and determine future courses of action
- D. Monitors campaign results on an ongoing basis and communicates regularly with volunteer committees to help project outcome of the campaigns and to identify areas of highest concern and priority
- E. When indicated, develops a plan to organize and produce an Endowment and Capital Campaign with additional attention devoted to an adjunct Deferred Giving Program
- F. Maintains contact with funders and consultants, develops grant proposals, and prepares reports
- G. Creates and maintains office systems to support all development projects and operations
- H. Supervises Development Staff

#### IV. Primary Relationships

This position reports to the executive director and serves as a part of the leadership management team. The position supervises the following positions: **Marketing and Communications Manager**

Within the agency, this position has primary relationships with the business director, programs directors and all staff. Outside the agency, this position coordinates with the governing board, fundraising volunteers, donors, and other funding sources such as corporations, foundations, and churches.

#### V. Performance expectations

As a member of the leadership management team, this position helps set the direction and ensures the health of AGAPE. The individual is expected to be a competent fundraising technician and an excellent organizational development specialist.

The individual is expected to:

- Translate broad goals into achievable steps.
- Help set and manage appropriate expectations.
- Handle detailed, complex concepts and problems and make rapid decisions regarding management and development issues.
- Plan and implement programs.
- Establish strong and appropriate relationships with executive director, staff, governing board, volunteers, donors, and the general community.
- Develop smooth and constructive relationships with people from all segments of the community.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Adhere to the highest ethical standards in management, governance, and fund development as well as uphold The Purpose of AGAPE including the Statement of Faith.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.

- Demonstrate commitment to continued professional growth and development.
- VI.** Duties not normally considered to be in the position description may be added upon mutual agreement between the Executive Director and Director of Development. These will be reflected in an amended position description and/or employment agreement if the change in job responsibility is significant and permanent.

To apply for this position, please submit a cover letter and resume to Chandler Means, Executive Director at [cmeans@agapenashville.org](mailto:cmeans@agapenashville.org).