



International Ministerial Fellowship

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Position Title: Director of Development & Communications

Accountable to: International Ministerial Fellowship (IMF) Board of Directors

Primary Objective of Position:

To direct IMF's in-house fund development and communications work in collaboration with the Director of Advancement. This includes directing the annual fund drive and overseeing special events, grant writing and IMF communications; and partnering with development field representatives and administrators, IMF staff, and volunteers in pursuing Development & Communications Department objectives.

Major Areas of Accountability:

General IMF Staff Requirement: Maintain a life of faith in God, meet the needs of family, and function as a member of good standing of a local church.

1. Directs annual fundraising; participates in development-related activities, donor relations, and help develop future field staff in their areas of assigned responsibilities, insofar as is possible and feasible.
2. Collaborates with Executive Director to establish Development & Communications Department policies and procedures; sets forth guidelines to ensure proper administration of department activities.
3. Provides leadership, guidance and direction to future special events in the recruiting and mobilizing of volunteers and professional resources to meet the Department's goals and responsibilities.
4. Conducts professional and high-quality events for IMF, including annual and bi-annual major events, and other promotional events as envisioned or needed; participates in recruiting attendees.
5. Collaborates with IMF Program Director and Development Advisory Committee (DAC) to determine friend- and fund-raising training needs for direct-service staff in their Ministry Partners Development (MPD) responsibilities and activities; works with IMF Program Director to maintain knowledge of program activities, evaluation, and staff issues related to development communication and activities.

6. Tracks donor and giving activity in order to identify opportunities, problems or trends with respect to donors and funding; implements plans for effective follow-up, enhancement, or creation of new fund-raising initiatives in collaboration with the Executive Director.
7. Provides leadership and oversight for public relations and communications activities; supervises special events and works with Development & Communications Department staff to ensure high quality publications, brochures, web site, public relations releases, annual report and other public communications.
8. Establishes administrative policies and practices for database maintenance, donor receipting, mailing lists and other development-related functions; ensures that effective reporting is being maintained.
9. Keeps Executive Director currently informed of all matters of major importance, and initiates or recommends any action deemed necessary
10. Deputized Fundraising
 - a. Each ministry staff member of IMF is responsible for raising their own financial compensation package which consists of the following:
 - i. Annual salary
 - ii. Benefits
 - iii. Travel
 - b. IMF does not retain any funds at this time from its ministry staff deputized donor support. Some Christian mission/ministry organizations do withhold up to 14%, but provide some benefit such as FICA and some medical. This is a developing process for IMF. Currently we follow the compensation guidelines for ministry staff as published by an international para-church organization. Salary caps being regulated by factors such as single, married, kids, years of service, special merit.
 - c. IMF provides opportunity for ministry staff to receive training and deputized fundraising. Moreover it provides all donor support services to its ministry staff.

Qualifications:

- B.A. and minimum of five years of experience in fundraising or equivalent activity.
- Significant knowledge of funding community, development practice and procedure, and ability to plant and implement multifaceted development activities.
- Excellent interpersonal skills and supervisory ability, able to work with diverse groups of people.
- Energetic, sufficiently attentive to details, organized, and a team player.
- Delegator, with strong ability to supervise staff.
- Strong computer and Internet capabilities.