

**Position Title:** Director of Development

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

**Primary Objective of Position:**

To direct IMF's in-house fund development work in collaboration with the General Secretary. This includes directing the annual golf tournament, the year-end appeal and overseeing special events, and partnering with development field representatives and administrators, IMF staff, and volunteers in pursuing Development 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 (special projects, events and programs, annual year-end appeal and annual golf tournament); 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 General Secretary to establish Development 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 golf tournament, biennial General Assembly, and other promotional events as envisioned or needed; participates in recruiting attendees.
5. Collaborates with IMF staff Directors to determine friend- and fund-raising training needs for direct-service staff in their Ministry Partners Development (MPD) responsibilities and activities; works with IMF General Secretary to maintain knowledge of program activities, evaluation, and staff issues related to 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 General Secretary.
7. Helps to establish administrative policies and practices for database maintenance, donor receipting, mailing lists and other development-related functions; ensures that effective reporting is being maintained.
8. Keeps General Secretary currently informed of all matters of major importance, and initiates or recommends any action deemed necessary

## 9. 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 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. Volunteer Directors are not limited in their personal income.
- c. IMF provides all donor support services free of charge except direct cost of printing, posting and mailing.

### **Qualifications:**

- Minimum of five years of experience in business, 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.