

Director of Ministry Development Job Description

Objectives of the position: As an ambassador of Jesus Christ, the Director of Ministry Development is responsible for ensuring effective budgeting, fundraising, marketing, media relations, community outreach, and strategic plans of the organization.

Reports to: The board of directors

Status: 15 hours a week, pay based on qualifications

Minimum Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Statement of Faith, Statement of Commitment, and policies of the center
- Have a bachelor's or master's degree, preferably in a related field, or related experience equivalent
- Have two years of experience as a volunteer or employee in a non-profit ministry environment
- Have two years of experience in an administrative position with direct experience in supervising paid staff in an efficient and professional office
- Have two years of experience in marketing, fund-raising, and public relations/development
- Exhibit strong skills in interpersonal communication, public speaking, writing, and effective media relations
- Be able to provide spiritual leadership, discipleship, encouragement, and direction for the staff members and volunteers
- Be able to develop and implement strategic plans and goals for the center
- Be able to carry out responsibilities with little or no supervision

Preferred Qualifications:

- Master's degree

Essential Functions:

I. Development

- Plan, conduct, and work to execute major fundraising events and direct mail pieces and newsletters each year
- Develop and execute a program to appeal to church mission boards for financial support
- Communicate with donors on a regular basis

- Involvement with visibility, and possible expansion of the pregnancy center ministry in the community
- Obtain feedback and continually assess goals for establishment of effective ministry programs
- Produce long and short-term objectives to accomplish the ministry goals of the center
- Develop a yearly development plan

II. Public Relations

- Educate the local community, including churches, pastors, community groups, as well as the professional community about the pregnancy center ministry with the goal of obtaining support and involvement with the ministry
- Develop and maintain strong working relationships with key contacts within the community; this includes businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising opportunities within these groups to recommend a course of action for entering these markets
- Develop and maintain ongoing relationships with pastors and churches in the community
- Develop and maintain relationships with other ministries/organizations that meet client needs
- Represent the ministry and services of the pregnancy center to the community and the media
- Develop, oversee, and revise promotional materials used in presenting the pregnancy center to clients, community, and churches
- Work closely with the board of directors to promote public awareness of the ministry through advertisement and church presentations
- Oversee the social media accounts and website

III. Administrative

- Coordinate with treasurer, directors, and other staff on annual budget that is presented to the board of directors for approval
- Oversee and ensure that accurate and current financial records are kept and reported to the board monthly
- In collaboration with Client Services Director, prepare an annual operating plan for the development activities within the community; when complete, such plan will include those goals designated by the board of directors, the objectives and activities consistent with those goals, a model for evaluating effectiveness, and budgetary requirements.

- Report, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of development programs conducted by the center; identify problems in meeting objectives and recommend solutions.
- Coordinate with a yearly calendar for the ministry and implementation of special events
- Coordinate with Client Services Director to ensure that all center policies are carried out, as well as coordinate with appropriate staff member(s) new policies to be approved and implemented
- Attend all board meetings and present a monthly report
- Oversee management of a donor management program
- Coordinate with treasurer and staff on income tax and sales tax
- Coordinate with Client Services Director on insurance for the center
- Continuing education to improve skills and effectiveness at board discretion

Last Modified: 3/17/2022

Prepared By: Board of Directors

Approved By: Board of Directors

Employee Acknowledgement:

I have read and understand the Job Description for the position I hold at the Family Life Center of Auglaize County. A copy of the Job Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at the Family Life Center of Auglaize County.
2. It does not constitute an employment contract with the Family Life Center of Auglaize County.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of the Family Life Center of Auglaize County.

I understand and agree that my employment with Family Life Center of Auglaize County is "at will" and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee's Personnel File

Copy: To Employee

Copy: Position Descriptions File