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## **Projects/Development Director**

### **Purpose**

To provide staffing, resource and management to the Projects/Development Department and thereby facilitate the Mission's need to raise resources, communicate its message to the general community, manage the creation of Mission projects, and coordinate Mission-wide special events.

### **Qualifications**

Must be committed to the Lord Jesus Christ, with a strong relationship to Him and actively involved in a Bible-believing congregation. Bachelor's degree in marketing or business preferred with broad experience in resource-raising, public relations, and project management. Knowledge of Christian non-profit ministry is helpful. Management experience is required. Must be a self-starter and a servant-hearted individual with good organizational skills.

### **Responsibilities**

- To manage the Development/Projects Department staff in the accomplishment of their various duties.
- To oversee the resource-raising (both monetary and in-kind) of the Mission from various sources including individuals, corporations, foundations, churches, and community groups through various means including but not limited to: direct mail, newsletters, major donor work, planned giving, corporate relations, church relations, public relations, grants, volunteerism, etc.
- To raise the resources necessary to run and expand the work of the Mission.
- To provide management to various mission-wide events including the Thanksgiving Outreach and Back-to-School Rallies.
- To provide management to start-up projects of the Mission until such can be turned over to permanent staffing
- To provide for the processing and recording of all donations to the Mission.
- To work in cooperation with the President in all of this and perform such other duties as may be assigned by the President.

TJL/kbd 6/8/23