

Position—Development Director 2018

Mission: Preston Taylor Ministries (PTM) empowers Preston Taylor children and youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.

Reporting to the Executive Director, the Development Director will be responsible for leading in developing and sustaining a fundraising plan that ensures Preston Taylor Ministries has a growing base of support and adequate funds to fulfill its vision that “through joy-filled friendships, Preston Taylor children will pursue their God-inspired dreams”. Embracing PTM’s Christ-centered mission, the Development Director will lead in growing PTM’s capacity to serve more youth in a deeper way.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.
- Cultivate relationships with PTM board of directors, volunteers, donors, staff, and students.

Specific:

- Work with Executive Director, Director of Operations, Volunteer and Development Coordinator (VDC), Board of Directors, and Development Committee to build and sustain strong relationships with a growing base of supporters.
- Speak in churches, schools, and organizations to enhance PTM’s outreach.
- Interact with key volunteers at every site and every program—special focus on engaging volunteers to be long-term donors.
- Create and host Family Volunteer Days (four per year)
- Create and lead in implementation of fundraising plan to reach strategic fundraising goals.
- Enhance Dream Builders Club for monthly donors.
- Develop a fundraising plan that includes identification, cultivation, solicitation and stewardship of donors with a focus on increased donor giving, planned giving, and assisting in funding for capital campaign projects
- Secure and execute strong face-to-face meetings with donors and prospective donors.
- Lead PTM in strategic partnerships with grant-funding organizations and corporations.
- Direct the grant-seeking process from identifying grant sources to writing to thoughtful and accurate reporting.
- Oversee donor record-keeping, receipting, and reporting through donor software.
- In conjunction with Volunteer and Development Coordinator, oversee donor appreciation/acknowledgment events and materials.
- Oversee organizational communication (direct mail, newsletter, digital communication, social media).
- As part of advancement team, assist in raising volunteer support for key events and programs.

Leadership:

- Work closely with Volunteer and Development Coordinator in fulfillment of team and individual goals.
- Supervise development interns to provide meaningful experience for interns and benefit for PTM.

Work Schedule

This is a full-time, exempt position, requiring an average of 40 hours/week, Monday through Friday, with some evenings and weekends required. The Development Director will have flexibility to create a personally workable schedule to satisfy the requirements of the position.

Benefits

- Salary: \$45,000 per year.
- Benefits: \$3,000 per year towards health care expenses (optional enrollment in PTM plan).
- 15 days of paid vacation and 2 sick days. Compensatory days to be worked out with supervisor.