



Development Director

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:

- Build relationships with individuals to sustain current donors and invite new ones (*45% of job hours*).
 - Secure and execute strong face-to-face meetings with donors and prospective donors.
 - Interact with key volunteers at every site and every program—special focus on engaging volunteers to be long-term donors.
 - Oversee donor record-keeping, receipting, and reporting through donor software.
 - Increase number of monthly donors.
 - Oversee donor relations through moves management matrix.
 - Increase the number of PTM supporters naming PTM in estate plan giving.
- Work with PTM staff, Board of Directors, and Development Committee to grow PTM’s base of support (*25% of job hours*).

- Lead in developing and implementing an annual fundraising plan.
- Supervise Development Associate (grant writer) and Development Coordinator (events and communication) as well as interns and LEAPers.
- Lead in weekly advancement team meetings.
- Work with Development Committee Chair to lead quarterly Development Committee meetings.
- Connecting with the community through events and communication to spread awareness about PTM's mission. *(15% of job hours)*
 - Oversee organizational communication (direct mail, newsletter, digital communication, social media).
 - Oversee fundraising events.
 - Assist in planning and leadership for volunteer recruitment and sustainment events.
 - Oversee events designed to build partnerships (Family Volunteer Days, Lunch and Learns, etc)
- Connect with churches to build more and stronger partnerships *(10% of job hours)*.
 - Speak to church groups.
 - Help facilitate church group volunteer events.
 - Attend church missions and volunteer fairs.
 - Meet with church leaders to update on mission of PTM.
- Connect with corporations and organizations to expand community involvement. *(5% of job hours)*
 - Increase corporate giving directly and through matching gifts.
 - Seek out sponsorships for PTM events.
 - Represent PTM in meetings with corporate and business leaders.
 - Help facilitate corporate volunteering.
 - Work with development associate to increase giving through grant-writing efforts.

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: \$55,000 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.
- Opportunity for bonus (maximum of \$10,000 per year) for meeting Key Performance Indicators (see below)

Key Performance Indicators Development Director

- Lead PTM to raise more than annual budgeted revenue
- Increase the number of monthly reoccurring donors by 10%
- Lead PTM to a donor participation rate over 33% (# in year/# in donor database)
- Retain over 45% of previous year's donors
- Lead PTM to a new donor acquisition rate over 33% (# of new/total number of donors from last year)
- Add two planned givers per year