Job Description: **Director of Ministry Development/Partner Relations**

Job Summary

Support the work of the Committee on Discipleship Ministries (CDM) of the Presbyterian Church in America (PCA) by nurturing and cultivating relationships with donors and prospects. Implement a relational development model to solicit donor support and elevate generosity. Design, recommend, and execute strategies that result in resources necessary to operate and grow the ministry of CDM.

Job Responsibilities

Donor cultivation and support

- Assist the Coordinator in creating and implementing efficient and effective strategies for the retention of current financial partners and the cultivation of new ones to support the full range of CDM's ministry (e.g., Teach Us to Worship (TUTW), Wives of Elders (WE), etc.).
- Maintain relationships with major donors through written/voice communication and physical visits. Inform the Coordinator of situations that need special attention (e.g., an opportunity for increased giving or reluctance to continue the ministry partnership).
- Build and manage a portfolio of 125+ major donors to further the funding of CDM and its various ministries.
- Travel to and visit with major donors across the denomination for approximately 160 visits per year.
- Plan and execute foundation/grant-making activities, including relationship management and, in collaboration with other CDM staff, follow-through in applying for, administrating, and reporting on grants.
- Obtain and/or organize stories, testimonies, and pictures from donors and ministry events to be used in communication pieces.
- Carry out other fundraising or development tasks as assigned by the CDM Coordinator.

Advice and Consultation

- Assist the staff of CDM to develop and maintain a commitment to the principle that "fundraising **is** ministry," so that development efforts, communications, and relationships further the goal of having a positive impact on the lives of ministry partners.
- Assist/advise the CDM Coordinator in developing and communicating a relationally based program and message that accurately conveys the mission/ministry of CDM, which persuades individuals/churches to support the ministry of CDM through prayer and giving.
- Assist/advise the CDM Coordinator to set annual fundraising goals in a reasonable way that increases the ministry funding without overextending or burning out the donor base.
- Maintain familiarity with the budgetary needs of the CDM ministry and assist in developing and implementing a strategy to raise funds necessary to meet the budget.
- Assist the Coordinator, in coordination with other CDM personnel and external consultants, to establish/maintain a development plan for CDM that will raise the required budgetary needs and provide for future growth within the context of providing ministry to donors.

- Assist the Coordinator to prioritize ministry development efforts and suggest potential visits to initiate and develop ministry partnerships.

Administration

- Coordinate with other CDM staff to compare the travel schedule of the ministry coordinators, primarily the CDM Coordinator, with the list of CDM ministry partners. When feasible, assist the Coordinator in arranging visits with current and potential donors.
- Coordinate with other CDM staff to enter all fundraising activities and relationship opportunities into the CDM donor management system for the benefit of building a single source of information for all donor relationships.
- Consult in the production of communication pieces (e.g., letters, brochures, e-correspondence, etc.) that serve to advertise the ministry and cultivate relationships with ministry partners. Advise/assist the CDM staff in overall marketing efforts for the ministry.
- Provide a monthly report to the CDM Coordinator and CDM Business Manager on development activities. Assist Coordinator in preparing a report to the permanent committee of CDM at the spring and fall stated meetings.

Estimated allocation of time among the various ministry areas (40-50 hours/week anticipated):

- Donor cultivation and support – 25+ hrs./wk.
- Advice and Consultation – 8+ hrs./wk.
- Administration – 7+ hrs./wk.

Organizational Relationship

- Report to the Coordinator of the PCA Committee on Discipleship Ministries (CDM). Maintain regular communication with the CDM Coordinator, CDM Business Manager, and other CDM staff to stay current on the activities and ministry opportunities of CDM.
- Provide regular updates to the Coordinator, the Business Manager, and the CDM (or its subcommittees) on issues related to development and fundraising.
- Annual review by the Coordinator after his consultation with external consultants and the Communications/Development Subcommittee of the CDM.

Qualifications Desired

- Experiential knowledge of the historic Christian faith, along with a commitment to the Reformed Faith as presented in the Westminster Standards, and approval of the form of church government specified in the *PCA Book of Church Order.*
- Strong interpersonal skills, reflecting a courteous, Christ-like attitude when interacting with people inside and outside CDM.
- A commitment to a growing maturity in demonstrating personal generosity to support the whole of God's work through the Church and specifically through giving sacrificially to the work of CDM.

- A commitment to helping others grow in their ability to reflect the generous nature of God by using the financial resources He provides to bless others through His Church, particularly the ministry of CDM.
- A thorough understanding of the ministry, mission, and vision of CDM and the PCA. Well-qualified candidates will have a developed knowledge of PCA polity and the ecclesiastical culture of the denomination. If possible, membership with a local congregation of the PCA.
- Skills in writing, editing, computer, and communication in order to provide training to staff and interact with ministry partners.
- An understanding of and proficiency in web-based resources and social media.

Interested applicants should send cover letter and resume to the CDM Business Manager, John Dunahoo, at jdunahoo@pcanet.org