



**G R A C E H O U S E**  
ministries, inc.  
*giving hope to girls in foster care*

**Title:** Development Director

**Reports to:** Executive Director

**Status:** Full Time, Exempt, Excellent benefits including medical and dental, as well as paid vacation and sick time.

**Position Summary:** The Development Director will work closely with the Executive Director to create, implement and sustain a fundraising strategy to support the mission of Grace House Ministries. Responsibilities include implementing and managing the fund development program, coordinating marketing and communication activities, and managing the volunteer program.

**Primary Duties and Responsibilities:**

- Work in conjunction with the Executive Director and Fund Development committee of the Board of Directors to develop annual (+/- \$850,000 per year) and capital fundraising goals. Prepare an annual budget based on the annual goals for the Development office.
- Identify, research, cultivate and direct the solicitation of prospects (major gifts, individuals, churches, businesses, capital, foundations) for philanthropic support, including preparing proposals, reports, and email/direct mail solicitations.
- Identify, develop, and write grant proposals to meet annual foundation fundraising total. Complete all required grant reports.
- Develop strategic funding requests based on short, intermediate, and long-term funding goals of the organization for high net worth individuals, act as a relationship manager for individual and private foundation prospects of \$5,000+/year to reach or exceed annual funding goals, and play a lead role in soliciting and closing major gifts.
- Plan and execute special events in conjunction with the Executive Director and volunteer committees; serve as the primary liaison for the Junior Board.
- Maintain accurate donor/volunteer records and ensure full utilization of Salesforce CRM software among staff by establishing and implementing policies and procedures for management and consistency of use of the system.
- Create, implement, and manage a strategic marketing plan including social media, email marketing, brochures/newsletters, advertising, website content, and fundraising events, with a special emphasis on protecting the Grace House Ministries' brand. Act as Grace House media representative when needed.
- Generate reports for the Executive Director on philanthropic funding raised and reconcile monthly financial records with the Finance Manager. Oversee and manage receipts and gift acknowledgment in coordination with the Executive Director and Development Coordinator. Coordinate with the administrative team in the preparation of customized thank-you letters as well as written stewardship reports to donors.
- Work with the Executive Director and Residential Program Director to support DHR RFPs and contracts.
- Research potential resources of in-kind support and ensure appropriate tracking of in-kind donations received.
- Maintain an inventory of digital and print collateral used by the organization.
- Oversee the volunteer program and all related processes in conjunction with the administrative team.
- Hire, supervise, evaluate, and direct the performance of the Development Coordinator; prepare and conduct job performance reviews.

- Be thoroughly knowledgeable about the history, philosophy, programs, and services at Grace House; accurately and professionally articulate this information to donors and prospects, aligning it appropriately with the individual's philanthropic interests and goals.
- Understand and comply with all Grace House gift-related policies and procedures, and ensure full ethical compliance as defined by the Association of Fundraising Professionals (AFP).
- Actively participate in community outreach efforts as needed, including on-campus activities and outside speaking engagements. Support, prepare and strategically deploy the Executive Director with key potential donors from all constituencies.
- In conjunction with the Executive Director and the Board, develop relationships with community leaders with focus on building collaborative relationships that support the Grace House mission.
- Perform other tasks and assume other responsibilities as assigned.

**Qualifications:**

- Bachelor's degree in Marketing, Communications, English, Public Relations or related field. Masters degree preferred.
- At least 5 years of experience in fund development to include grant writing and event planning.
- Experience with Salesforce or other CRM/gift management software.
- Current Alabama Driver's License.
- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry.
- Strong organizational and computer skills.
- Strong verbal and written communication skills.
- Knowledge of office procedures, filing systems and routine office equipment.
- Supervisory experience with employees and with volunteers.

**Personal Attributes:**

- Upholds the faith statement prescribed by the mission of Grace House Ministries and is able to model behavior in support of this mission.
- A teachable spirit.
- Committed to excellence.
- Seeks counsel in decision-making.
- Relates well to others and is able to motivate others.
- Contributes to a positive work environment and overall team effort.
- Completes work in a timely manner.
- Maintains an appropriate level of confidentiality, and upholds the ethics and standards of the fund development industry.

**Salary:**

Commensurate with education and experience.

Qualified applicants should submit a resume, cover letter, references and two writing samples via email to: Pamela Reed Phipps, Executive Director, [pamela@grace-house.org](mailto:pamela@grace-house.org). No phone calls please.