



Job title: Director of Development
Department: Development
Grade: 20

FLSA status: Exempt
Reports to: CEO/President

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Primarily responsible to raise \$700,000 to \$1,000,000 per fiscal year through planning, developing, and maintaining a comprehensive multi-million dollar fund-raising program on behalf of Sandy Cove Ministries in order to enhance the vision established by the Board of Directors.

General Purpose: Secure donated funds for the successful continuation of Sandy Cove Ministries as a Not-for-Profit 501(c)(3) so that people can connect with God and each other.

Role Qualifications:

- Missionally-minded, practicing Christian growing in Christ-likeness
- Commitment to the mission of Sandy Cove Ministries
- Minimum BA/BS Degree
- Minimum 5 years of planned giving, fund-raising, including capital campaigns

Essential Job Functions/Responsibilities:

- Provide Christ-like leadership to employees
- Build relationships with current and new individual donors
- Support CEO and Board of Trustees by positioning them for successful “asks”
- Develop and manage fundraising campaigns, including multi-million dollar capital campaigns
- Manage and report progress by means of key metrics
- Develop and maintain Development annual fiscal budget
- Participate in annual strategic planning
- Participate in leadership of the volunteer program, offsetting staffing needs while achieving success in supporting the ministry’s daily workload
- Model Sandy Cove Cultural Commitments
- Any other reasonable task assigned

Essential skills and experience

- 5+ years experience of successful high level fund raising and capital campaigns
- Ability to communicate the written and spoken word with tact and diplomacy
- Experienced with strategic planning, budgeting and goal setting
- Good organizational skills, well disciplined and able to work under pressure

- Experienced and skilled in management, grant writing and solicitation
- Proven, demonstrated results from prior tenured experience in same or similar role

Nonessential skills and experience:

- Prior work experience in Christian camp and conference setting
- Connection or experience with Sandy Cove

Reporting to this position: Development Assistant, Volunteer Coordinator

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* Employee must have the ability to travel by plane and automobile. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 10-20-06

Revised: 8-20-10

10-06-16