



Development Director

The Development Director will provide leadership to and be responsible for the management, direction, and implementation of the fundraising efforts of the ministry all in keeping with the mission and vision of STEP. This will include new donor development, individual, church and corporate major gift development, cultivation and lifting of existing donors, building the monthly giving program, and facilitating successful fundraising events to meet ministry goals.

As STEP Ministries is a vibrant ministry with a small staff, this job description is not intended to be inclusive of all responsibilities, duties, and qualifications.

Reports to: Executive Director

Purpose: To ensure the replication of the STEP model of successful, biblically-based mentoring and discipleship of at-risk youth by expanding the donor base and funding of the organization.

Primary Responsibilities:

- Partner with staff and organization board in formulating annual goals to fund the multiplication and growth of the organization
- Create and execute an annual fundraising strategy - including events, mailings, donor acknowledgement plan, social media campaigns, etc.
- Plan, manage and implement all fundraising initiatives. Measure and communicate progress throughout the year.
- Educate and engage key volunteers in implementing mission-based fundraising.
- Work to create a culture of philanthropy within the organization.
- Work with the executive director and other staff to enhance print, electronic and social media communications to further the impact, reach, and funding for the organization.

For instance:

- o Print publications including a quarterly newsletter, a new annual report, giving program brochures, event collaterals, and direct mail pieces
- o Electronic communications including website, email, text alerts, etc.
- o Social media posts through Facebook Instagram, Tik Tok
- o Media relations including press releases to local media outlets to highlight key events and programs
- Lead the planning and execution of all fundraising events - utilizing assistance from staff and volunteers.

Secondary Responsibilities:

- Assist with volunteer recruitment as necessary
- Ensure accurate donor info and activity tracking in Salesforce
- Other tasks as assigned

Qualifications:

- 5+ years' experience in nonprofit development
- Experience in role as a development director for a nonprofit
- Excellent presentation skills
- Experience with Salesforce or related donor management software, MS Office (Powerpoint, Excel, Word) and other presentation and graphics-related software
- Able to effectively communicate the importance of STEP Ministries, including STEP's mission and vision
- Able to effectively oversee and execute fundraising events
- Able to coordinate and affirm volunteers
- Actively engaged in a local church aligned with STEP's Christian statement of faith
- Solid in biblical teachings
- Able to shepherd and inspire others