

# *We Care Pregnancy Clinic*

## DIRECTOR of DEVELOPMENT POSITION DESCRIPTION

Objectives of the Position: In conjunction with the Executive Director, plans, implements, and coordinates fundraising efforts and community activities that will encourage, maintain, and increase philanthropic support to meet the short and long term needs of the pregnancy clinic. These activities shall be consistent with the mission and goals of the organization and shall reach individuals, corporations, churches, and para-church organizations in the community.

Reports to: The Executive Director

Supervises: Volunteer development support people

### QUALIFICATIONS

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the, Statement of Faith, and policies of the clinic
- Exhibit skill in interpersonal communication, public speaking, and problem solving
- Have strong computer literacy in Microsoft Office applications, mail merging, business letters, social media, etc
- Be able to carry out responsibilities with little or no supervision

### ESSENTIAL FUNCTIONS

#### I. ADMINISTRATION

- Assist Executive Director in developing an annual development plan.
- Coordinate annual fundraising events
- Participate in establishing the overall strategic plan for fund development activities
- Help cultivate church & donor relationships to expand the ministry's donor base
- Report, in a timely manner, the monthly and annual progress, effectiveness, and efficiency of development programs conducted by the clinic
- Develop and maintain a working knowledge of computer software programs specifically designed to facilitate accurate donor and prospect information
- Accept assignments not specifically delineated above as requested by the Executive Director and Board

#### II. PUBLIC RELATIONS

- Develop and maintain strong working relationships with key contacts within the community
- Periodically represent the agency in civic organizations and other public forums to enhance fund development efforts
- Work closely with the Executive Director to develop the ministry's public relations