

**CRU / ISP
POSITION DESCRIPTION**

Business Title: Director of Fund Development
Ministry/Team: International School Project/Fund Development
Reports To: Executive Director
FLSA Status: Supported Staff
Prepared By: Lynn Dobosy
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Approved By: Jo Anne Licht
Job Code: _____

MISSION: Cru is a caring community passionate about connecting people to Jesus Christ.

ISP VISION: To have a “Community of Christ-centered teachers in every city and village.”

Do you have a heart for teachers, students, and schools? Multiply your life by equipping teachers to be missionaries in their classrooms! The average teacher touches 3,000 lives.

Join a team that has developed teacher communities in 30+ countries. Educators use a Bible-based curriculum with students. Believing teachers are equipped and encouraged to help their colleagues to initiate and grow in a relationship with Christ. They offer creative outreaches for non-believers and help mature leaders train others in evangelism and discipleship.

Tell teachers' stories to financial partners in the U.S., and raise the funding for materials and training costs. Share the vision of the International School Project to have a “Community of Christ-centered teachers in every city and village.”

You will also be able to learn the art of development from a person who has created and managed fund-raising efforts for ISP for 25 years. (There is the opportunity to move into the Director of Development role if God should so lead.)

SUMMARY DESCRIPTION OF POSITION:

This position reports to the Executive Director. Primary responsibilities include providing overall leadership and accountability for all fund development initiatives and playing an integral role in the formulation and execution of the donor development strategy. This position will be responsible for the overall success of our fund development initiatives and will be responsible for implementing effective strategies to increase and enhance donations to the International School Project.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

AS A MEMBER OF CRU:

- Actively and intentionally grow in his/her Christian faith.
- Maintain a positive witness for Christ.
- Express a dependence on the Holy Spirit.
- Share what God is teaching him or her.

- Consistently attend and participate in team/ministry devotional times and in other activities specified by his/her leadership.

FOR THIS POSITION:

Planning and Execution

- Oversee the creation of fund development plans and programs that support the International School Project's values, mission, and ministry objectives.
- Develops a balanced funding mix of donor sources (major, mid, direct market donors, foundations, etc.) and solicitation programs (events, one-on-one, mail, email, social networking, etc.) tailored to the needs of the International School Project that will enable it to add, retain and motivate donors and fundraising volunteers.
- Find and develop new donors to the ministry. Encourage maximum engagement of existing donors.
- Awareness and understanding of appropriate fund development systems
- Develop and establish performance measures, and monitor results to evaluate the effectiveness of ISP's fund development program.

Development Team Leadership

- Provide vision, leadership, and overall management of the Fund Development team.
- Consistently monitor and develop the fund development team by making sure performance evaluations, compensation, succession planning, and other team-building platforms are adhered to in a timely and effective way in order to enhance the skills of each individual team member.
- Encourage, motivate and train volunteers and other ISP staff to assure their success as they are involved in fund development efforts.

Donor Relationships

- Initiate and grow relationships with key ministry partners and solicit funds for ISP.
- Encourage maximum engagement and encourage involvement in volunteer opportunities for existing donors.
- Help grow partners' hearts in generosity and stewardship.

Ministry Leadership

- Serve on the Senior Leadership Team helping develop and initiate ministry strategy and budget initiatives.
- Advise the Executive Director of results regarding donations and trending, making sure he is current on the status of ministry financial donations.
- Responsible for operating within an approved budget.

SUPERVISORY RESPONSIBILITIES

Overall responsibility for fund development staff including hiring, firing, discipline, and development.

OTHER FUNCTIONS (Non-essential)

As requested/required.

KNOWLEDGE OF:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Ministry organization, operation, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Budget preparation and control.
- Basic personal computer operation, including word processing, spreadsheets, and database management.

- Intermediate use Gmail, Google Drive, and Google Docs.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relations with others.
- Learn, apply and explain policies, procedures, rules, and regulations.
- Analyze situations accurately and determine an effective course of action.
- Plan and organize work.
- Work confidentially with discretion.
- Train and provide work direction to others.
- Work independently with little direction or supervision.
- Make formal presentations to a variety of groups.
- Maintain accurate records and files.
- If needed, travel within the United States and/or internationally.

EDUCATION and/or EXPERIENCE

Bachelors Degree or equivalent experience in this field

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS/ABILITIES

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and/or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds, especially while traveling. Specific vision abilities required by this job include close vision.

PERSONAL CHARACTERISTICS

As stated in the U.S. Staff Handbook, it is expected that Campus Crusade for Christ staff, as members of its Religious Missionary Order, will demonstrate a balanced, Spirit-filled Christian lifestyle and maintain biblical priorities in commitments to ministry, family, associates, personal interests and study.

FINANCIAL RESPONSIBILITIES

Campus Crusade for Christ RMO Staff is expected to maintain a positive balance in his/her staff account, properly administer financial resources, and communicate consistently with his/her support team.

CHRISTIAN GROWTH

It is anticipated that all employees of Campus Crusade for Christ, throughout the course of their employment, will actively seek opportunities for greater understanding, involvement, and connection with our ministry by taking part in various activities as specified by their leadership. This includes attending periodic Bible studies and other worship experiences which occur in the workplace during the workweek. Employees are also expected to actively and intentionally grow in their Christian faith and exhibit Christian character as demonstrated by their attitude, appearance, and conduct as outlined in the "Standards and Expectations" section of the employee handbook.