

Kindred Life Ministries (KindredLife.org) Development Director Example Job Responsibilities

Responsible for developing fundraising events and programs, grant writing, increasing the ministry's donor base and generating communications for Kindred Life Ministries. The position is a part-time hourly position and reports to the Executive Director, Kindred Life Ministries (15-20 hours per week).

Examples of Job Responsibilities (this represents a sampling of the job responsibilities for the position):

Development

- Develops, directs and leads ministry fundraising events and programs
- Researches and identifies grant opportunities and writes ministry's grant applications

Communication

- Leads and coordinates the creation and distribution of promotional materials in conjunction with the ministry's outsourced graphic designer
- Plans and manages online and social media communications (e.g., Newsletter, Facebook, Instagram, Twitter, etc.)
- Generates content, updates and audits Kindred Life Ministry's website

Reporting and Technology

- Collects and tracks non-financial statistics for ministry reporting
- Assists with the development of Kindred Life Ministry's Annual Report

Requirements:

Education: Bachelor's Degree in Business and/or Communications, experience working in a non-profit organization with a volunteer team; experience leading and managing fundraising events and writing grant proposals. Proficient in a variety of software and database applications (WordPress, Salesforce, G Suite)

Religious Background: Strong Christian faith; in-depth knowledge of The Bible; active participation in a local church

Competencies: teamwork, verbal and written communication skills, self-managed/work autonomously, priority setting/time management, networks and builds relationships, professional presence