



**Redeemer**  
CHURCHES & MINISTRIES



**Redeemer**  
**Counseling**  
**Services**

## **Job Description**

**Job Title:** Development Director

**FLSA Status:** Exempt

**Department:** Redeemer Counseling Services

**Band:** 8

**Report to:** Counseling Center Director

**Work Hours:** Part-time A, 30 hours

**Date:** March 2021

### **Summary**

The Development Director is responsible for providing leadership and management of Fundraising and Operations and to pursuing the vision and mission of Redeemer Counseling Services. The position will be a member of the leadership team.

### **Job Responsibilities**

#### **Development:**

- Be accountable for meeting the annual fundraising goal of \$700,000
- Develop and implement a fundraising plan to meet annual fundraising goal
- Supervise part-time Development Manager, Church and Community Relationship Manager and Communications Manager
- Represent the organization with key donor audiences and foundations to cultivate donor opportunities and relationships
- Coordinate and network with staff, partners and churches to leverage marketing and social media activities to meet fundraising objectives

#### **Operations:**

- Responsible for overall flow of the operation by supervising Operation Director
- Support Operations Director's continued career development
- Work with the Operations Director to oversee the HR function, facilities of counseling office, and online platform
- Develop and implement policies and practices that further advance diversity, equity, and inclusion within the organization

#### **Qualifications:**

- Must be a Christian (Protestant) and active participating member of a church
- Must feel comfortable to share Gospel center visions and Redeemer Counseling's goals to the potential and existing donors
- Bachelor's degree required.
- At least 5 years of managing fundraising with a track record in gifts cultivation, solicitation and successful fundraising



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- Must have 7+ years of experiences in Organization Management including general operations, and fundraising in a for-profit/non-profit organization
- Must have 7+ years of experience in senior leadership
- Experience in leading diversity, equity and inclusion initiatives preferred
- Strong written and verbal communication skills
- Excellent interpersonal skills and emotional intelligence
- Demonstrated ability to think creatively around generating new fundraising opportunities;
- Strong organizational and planning skills
- Prior experience developing and managing a team
- Strong analytical skills and demonstrated problem solver
- Ability to work both on a macro and detailed level
- Theological alliance and compliance with Redeemer Presbyterian Church