



JOB DESCRIPTION

- Title:** Development Officer (Area Ministries)
- Qualifications:** Candidate must meet qualifications in three critical areas: Spiritual Life, Educational Mastery and Organizational Experience.
- Spiritual Life:** Evidence of a strong spiritual life is a must for any candidate. A vibrant personal relationship with Jesus Christ and a reputable standing in a local Christ-honoring church must be demonstrated by personal testimony and references. Joni and Friends is a certified *Lead Like Jesus* and *Best Christian Workplace* culture in which senior leadership is expected to exemplify such characteristics in his/her personal and professional life.
- Educational:** Candidate must possess a Bachelor's Degree and a minimum of 3-5 years non-profit development experience. Candidate must demonstrate the ability to function in a kinetic ministry environment.
- Organizational:**
- Management: Candidate must possess executive-level experience raising significant funding from individual donors, companies and foundations for a non-profit. Joni and Friends is a culture of integration; therefore, planning and implementation must integrate the Area ministry and organizational development plan.
- Communication: Strong oral and written communication skills are a must; multi-department and team communication.
- Fundraising: Manage and grow fund development programs for non-profit organizations with budgets of \$500,000+. Proven success implementing a strategic giving and lift program for major, mid, and low level donors.
- Organizational: Strong organizational and time management skills, including rigorous attention to detail. Ability to formulate and execute donor development plans efficiently and effectively. Solid computer skills. Proficient with Microsoft Office software

including Word, Outlook, Excel and PowerPoint. Working knowledge of Raiser's Edge data management software preferred.

Status:	Full-time, exempt
Reports to:	Manager, Development Academy
Salary:	Commensurate with experience

The Development Officer will fully embrace the Four Pillars of Joni and Friends:

1. Lead Like Jesus *
2. Integration
3. Excellence in area of expertise
4. Best Christian Workplace

** Lead Like Jesus is a course of study provided to all employees and is based on the book written by Ken Blanchard and Phil Hodges of the same name. The Lead Like Jesus course is the model which governs our ministry culture and contributes significantly to Joni and Friends maintaining its certification as a "Best Christian Workplace" according to surveys by the Best Christian Workplace Institute (BCWI).*

Duties:

- The Development officer will be responsible, under the direction of the Manager, Development Academy and supervision of the Vice President, Development for planning, overseeing and executing the financial development plan for the Area Ministry Office. Specific duties include but are not limited to the following (other assignments and responsibilities may apply as directed):

Resources:

- Cultivate Ministry Development Team, in collaboration with Executive Director, whose goal is to assist in increasing funding.
- Supervise designated staff/volunteers for fundraising events.

Policies:

- Responsible for compliance of all Joni and Friends development and stewardship policies.

Strategy:

- Working with the Manager, Development Academy, Vice President of Development, and the Executive Director, will be responsible for raising Ministry funds required by the area ministry plan.
- Responsible for developing and executing the donor development plan based on annual strategic income goals, budget and ministry plan.
- Research potential foundations and private grants to identify donors who can participate in the ministries' Planned Giving and Foundation financial options.
- Write grants up to \$5K in collaboration with Grant writer - Development Department.
- Plan, facilitate and execute fundraising events.

Communication:

- Responsible for maintaining and lifting relationships with current donors while acquiring and cultivating new donors for advancement in ministry.
- Regular communication including weekly meetings and reports. Reports include:
 - Weekly updates- donor development updates, decisions and planning
 - Quarterly Reports- statistics
 - Annual Development Plan
- Must be able to travel at least 4 times a year to the International Disability Center.

Ministry Life:

The Joni and Friends vision statement is, *"To accelerate Christian ministry in the disability community."*

The Joni and Friends mission statement is, *"To communicate the Gospel and equip Christ-churches worldwide to evangelize and disciple people affected by disabilities."*

Joni and Friends stated values are:

1. Honor God in everything we do.
2. Build relationships based on trust and respect.
3. Maintain integrity and excellence in programs and services.
4. Practice responsible stewardship

As a Christ-centered ministry, all employees of Joni and Friends participate in its ministry wide prayer life, leadership training and other general staff training that may take place from time to time.

Please send resume with cover letter to:

employment@joniandfriends.org

Please NO phone calls