**Job Description: Development Director** 

**Reports To: President, Engage Hope Ministries**

**Position Summary:**

Development Director serves to carry the responsibility of achieving income goals in the following areas: faith-based community support, foundation grants, corporate grants/relationships, individual giving, organizational support, Engage Hope [EH] special events (e.g., Night of Hope, North Texas Giving Day, Meet the Need campaigns, etc) and growth/sustainability of Child/Ministry Partner Sponsorship programs. He/She will be responsible for prospective donor research, growth/maintenance, donor acknowledgement and stewardship. He/She will lead and manage EH overall development efforts to raise an annual budget of ~$1.6 million, including restricted and unrestricted funds. In addition to annual development plan achievement, this position works with the EH President, Board of Directors, and Grant Coordinator to assist in the development and coordination of mid/log-range fund development strategies.

Development Director will work to expand EH short-term mission trips in alignment with the Vision and Mission of Engage Hope, to foster engagement and support of our ministry partners and their communities, with the primary objective of sharing the Gospel and serving the needs of others.

**Responsibilities:**

* Lead initiatives to diversify donors and revenue streams, and plan event and marketing campaigns that cultivate the resources necessary to support the ministry’s vision and goals. This requires creating and maintaining a database of potential, current and past donors to produce customized lists for different activities focusing on individuals who are most likely to attend events, individual donors, association lists, faith-based community connections, corporate donors and foundations that provide grants.
* Achieve the revenue goals for assigned fundraising initiatives, sponsorship programs, foundational grants, short-term mission trips and general operating budget
* In addition to annual fund programs, including mailings and annual Night of Hope event, candidate will lead major gifts program, including identification, cultivation and solicitation of major donors
* Research, identify, and proactively contact prospective donors and increase Sponsor a Child/School (SAC) sponsorships
* Research and implement cost-effective and efficient user-experience software program to manage/organize short-term mission trip programs and robust systemic solution to support the SAC Program
* Creating print, electronic and digital marketing materials and develop promotional activities with other ministry minded organizations and corporations to support fundraising activities and solicit donations
* Support sustainability and growth of SAC program through digital marketing, promotion to faith-based organizations, churches and Christian schools/universities

* Develop strong relationships with faith-based organizations both regionally and nationally (e.g., Christian Churches, Christian Schools and Universities, associations, etc) that will partner with EH for financial support, sponsorships and short-term mission trips
* Establish/Promote new and established Engage Hope short-term mission trips through social media, digital market, faith-based partnerships
* Oversee the coordination of all EH led short-term mission trips to Uganda and Mexico, ensuring that all aspects run efficiently, effectively and trip agenda supports EH vision and evangelism goals
	+ Update trip information on Engage Hope website and other forms of social/digital platforms
	+ Ensure all materials are complete and participate in pre-trip meetings
	+ Set up Managed Missions website for each trip and coordinate with trip leader key milestones trip requirements and documentation criteria
	+ Work closely with Engage Hope Business Manager and President for budget approval and expense management protocols
	+ Be available in cases of emergency to support teams while they are in the field for special travel or communication needs.
	+ Follow-up after trips to thank travelers, obtain trip feedback/experiences to improve future trips, collect pictures for EH database and future promotional materials and document stories of hope
	+ Meet with trip leaders to assess pre-trip logistics and final trip expense reconciliation

**Success Criteria:**

* Develop short- and long-term business plan to achieve financial goals – first 90-days
* Achieve annual fundraising goal of ~$1.6 million and program specific funding goals – yr one (1)
* Expand EH led short-term mission trip program by 50% in first physical year and ≥ 25% for each of the next three (3) years
* Implemented effective/ and functioning Donor Database and SAC web-based system with sponsor engagement and financial interfacing – 12-months
* Maintain Core Competencies: Building Collaborative Relationships, Results-Driven, Professional Behavior, Christ-Centered and Flexibility to Serve

**Experience / Qualifications Required:**

* Bachelor’s degree from an accredited university or equivalent experience preferred
* Minimum of five (5) years demonstrated experience and success in fundraising, marketing or related field with a strong focus on major donor acquisition and management within non-profit sector strongly preferred
* Minimum of six (6) years of demonstrated leadership with focus on peer-to-peer fundraising, recruitment and management of volunteers, relationship-building, networking, budget management and volunteer mobilization strongly preferred
* Proven track record of multi-functional fundraising experience: special events, sponsorship programs, faith based and community campaigns
* Must possess strong organization skills, ability to work independently, and be able to manage multiple projects and tasks at once
* Must exemplify Engage Hope Core Values and Mission

**Skills Required:**

* Proficiency with MS Office Suite, including Word, Excel, PowerPoint and Outlook
* Excellent communication skills, able to synthesize complex concepts clearly, verbally and written
* Must possess strong organization skills, ability to work independently, and be able to manage multiple projects and tasks at once
* Candidates should ensure accuracy and maintain the strictest confidentiality in all work, especially when handling sensitive information
* Individuals should be creative, resourceful, detailed oriented, and flexible, possessing a positive attitude, tact, good judgment and ministerial sensitivity
* Applicants should have strong interpersonal skills, including the ability to build strong collaborative relationships and work well as a team member with staff, community partners, ministry partners and volunteers
* Strong technology skills, including all common forms of digital communications and website design/marketing

**About Engage Hope Ministries:**

Engage Hope is a nonprofit Christian ministry dedicated to transforming lives and communities through the power of God’s love in Uganda, Mexico, and around the world. Based in Plano, Texas, Engage Hope was founded in 2010 after a mission trip to Uganda ignited a passion and calling for a vulnerable population devastated by war and the AIDS epidemic. Millions of children were left orphaned, destitute, and struggling to survive with no hope for the future. Engage Hope was created to serve the people of this country and transform lives and communities for Christ. Over the past ten plus years, our ministry has grown in scope to serve regions throughout Uganda and Mexico.

Engage Hope partners with Christian churches, schools, orphanages, and other outreach ministries who are making a difference for Christ in their communities. We currently work with ten Ministry Partners in Uganda and one in Mexico to help provide Christian education, clean water, food, housing, malnutrition treatment, medical care, and vocational training to meet the physical and spiritual needs of impoverished children and families in their communities. We believe that meeting the physical needs of those we serve opens the door to minister to them spiritually. Every program or ministry we support – every resource God provides is used for one purpose – to earn the right to share the gospel in that community and make disciples for Jesus Christ.

