



Director of Development Job Description

Our Mission

To provide professional child placement and related social services as a compassionate Christian outreach to children, families, and individuals to enhance their prospects for a better and brighter future.

Our Services

Foster Care, Adoption, Unplanned Pregnancy Counseling and Assistance

Position Summary:

The Director of Development will focus efforts on promoting the agency and raising funds to support the annual operations of the agency (short term goals) while also maintaining a focus on the future financial needs of the agency in terms of building the endowment (long term goals). The Director of Development will work with the Executive Director in formulating a comprehensive development plan for the agency and provide leadership in implementing such plan. This person will specialize in the areas of fund raising and public relations, with primary responsibilities outlined below.

Reports to: Executive Director

Primary Responsibilities:

1. Annual Fundraising

- A. Identify, cultivate and solicit donors for individual gifts.**
- B. Lead and plan the major annual fund raising events.**
- C. Lead and plan efforts to secure corporate, foundation and grant funding.**

2. The Planned Giving Program

3. Public Relations

4. Donor Relations

5. Major Gifts and Capital Campaigns

6. Manage the Development Office at the Agency

Additional Responsibilities:

1. Involvement with Council on Accreditation Work

- A. Be available to Agency COA Coordinator for involvement as needed.
- B. Participate as a member of the Performance and Quality Improvement Leadership Team.
- C. Facilitate satisfaction with external stakeholders.
- D. Contribute to data collection efforts to evaluate satisfaction and outcomes.
- E. Support other COA efforts as can to ensure re-accreditation.

2. General Responsibilities

- A. Attend regular staff meetings.
- B. Participate in extra activities of the agency as needed (i.e., annual banquets, foster parents events, etc.).
- C. Plan annual Development Department budget.
- D. Provide column/article for newsletter three times per year.
- E. Work with Director of Administration for website updates specific to SEO, events and blogs.
- F. Do other tasks not otherwise specified as assigned by the Executive Director.

3. Time and Travel Requirements

This position historically has required a significant amount of travel as well as evening and weekend time. Prior to the COVID pandemic, church speaking engagements required time away from one's home congregation. This included up to 20-25 speaking appointments a year. As we emerge from the pandemic, this will require ongoing assessment. Involvement in events and contacts with donors will also require "after hours" work.

On-Going Needs:

Professional Development

- Continually strive to increase knowledge and skills relating to this position's functions.
- Attend yearly conferences and training sessions in the area of fund raising and planned giving and read the current literature on these topics each year.
- Consider attaining the Certified Fund Raising Executive certification of the AFP.

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Ability to interact effectively, diplomatically and sensitively with a diverse group of people and organizations, especially the wide array of supporting congregations.
- Cultural sensitivity regarding ethnicity, race and socio-economic diversity.
- Ability to make exceptional oral presentations to groups.
- Ability to manage multiple tasks and activities.
- Knowledge of charitable fund raising and development principles, methods and techniques.
- Knowledge of federal and state laws, rules and regulations governing charitable giving.
- Knowledge of planned giving concepts and procedures.
- Commitment to stay connected to the heart of the agency – the clients served and the mission being pursued. Maintain a current and deep understanding of the functions, values and benefits of the work of the agency.
- Commitment to adhere to ethical principles relating to the fund raising field.

Other:

Desired Personal Values and Characteristics

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| ● A passionate belief in the cause underlying the agency's purpose and services. | ● Optimistic, positive |
| ● A demonstrated heart for the mission of Agape. | ● Outgoing, engaging personality |
| ● Self-motivated | ● A team player |
| ● Creative | ● Well organized and detail oriented |
| ● Enthusiastic | ● Professional and ethical |
| | ● Strong interpersonal skills, good listener |

Moral and Religious Requirements

As Georgia Agape, Inc. is affiliated with the Churches of Christ and is governed and supported by members of that body, only individuals who are active and faithful members in good standing with a church body that aligns with Georgia Agape's Statement of Faith will be considered for the position of Director of Development. Due to the Christian affiliation of the agency, only individuals who maintain an active membership in their home congregation and exhibit high moral values in accordance with Christian principles and Georgia Agape's Statement of Faith will occupy this position. All employees are required to acknowledge and affirm Georgia Agape's Statement of Faith.

Education and Experience Required

The Director of Development shall possess at least a bachelor's degree. It is desired that the Director of Development have at least three years experience in the fund raising field.

Interested individuals should contact Karen Anthony, Director of Administration either by email at Admin@GeorgiaAgape.org or by phone at 770-452-9995, ext 203.