



JOB DESCRIPTION

TITLE	DEVELOPMENT DIRECTOR
DIVISION	Advancement
REPORTS TO	Executive Director
CLASSIFICATION	Exempt, FT, occasional evenings & weekends, includes both in office and out of office work.

JOB PURPOSE

The Development Director is a key leadership position responsible for advancing the mission of the Community Pregnancy Center through prayerful, Christ-centered leadership in fundraising, donor relations, strategic partnerships, and leadership of Development/Advancement Team staff and volunteers. The Development Director cultivates a culture of generosity that reflects the sanctity of life and the love of Christ. This role ensures financial sustainability by fostering relationships with individuals, churches, businesses, and community groups while leading a team committed to life-affirming service. They work closely with the Executive Director and other unit directors to advance the mission of the Community Pregnancy Center.

Initial priorities of this position include: Donor Engagement, creation of an 18 month Development and Fundraising Plan, and working to further develop the Development Unit Team.

JOB RESPONSIBILITIES

PROGRAM RESPONSIBILITIES

1. Create and implement a comprehensive, Christ-centered annual development plan including strategies for donor cultivation, major gifts, recurring giving, sponsorships, and events.
2. Design, coordinate, and evaluate all fundraising activities in collaboration with the Executive Director.
3. Lead annual fundraising events, campaigns, and donor appreciation initiatives.
4. Coordinate with the Executive Director to produce donor appeals and fundraising communications.
5. Conduct prospect research and develop tailored cultivation and stewardship strategies.
6. Oversee the creation of mission-focused communications and donor engagement materials, in partnership with the Executive Director and Director of Operations and Marketing.
7. Ensure accurate and secure management of donor data and maintain data integrity.
8. Produce timely data-driven reports on fundraising progress and donor trends.
9. Participate in strategic planning and integrate development goals into organizational strategy.

PERSONNEL RESPONSIBILITIES

1. Lead and motivate paid and volunteer development staff.
2. Recruit, train, and provide spiritual and professional oversight to development team members.
3. Conduct regular Development team meetings and annual staff performance evaluations.
4. Promote a culture of prayer, unity, and excellence within the department.
5. Equip staff and volunteers to effectively represent the ministry.
6. Collaborate closely with the Executive Director to ensure unified vision-sharing and donor messaging.

FISCAL RESPONSIBILITIES

1. Prepare, monitor, and manage the development department budget with the Executive Director.
2. Ensure timely and accurate processing and acknowledgement of donations.
3. Maintain donor confidentiality and uphold biblical, ethical, and legal stewardship standards.
4. Provide fundraising projections and trend analyses to support ministry budgeting.
5. Detect potential fundraising challenges and recommend solutions.

COMMUNITY RESPONSIBILITIES

1. Build and nurture strong relationships with churches, donors, businesses, and community partners.
2. Represent the center at churches, civic groups, and public forums to increase awareness and support.
3. Develop church partnership strategies that engage the Body of Christ in the mission.
4. Serve as a public ambassador for the ministry, sharing testimonies of impact.
5. Host donor appreciation events, tours, and gatherings.
6. Coordinate public relations and marketing efforts—including media involvement, advertising, and promotional content—in collaboration with the Executive Director.

OTHER RESPONSIBILITIES

1. Participate in ministry-wide events including devotions, prayer, and leadership meetings.
2. Uphold and model the center's Statement of Faith, Core Values, and Commitment of Care and Competence.
3. Provide spiritual encouragement to staff, volunteers, and donors as appropriate.
4. Accept special assignments from the Executive Director or Board as needed to support the mission.

QUALIFICATIONS

Required Qualifications

1. A committed and growing Christian with a personal relationship with Jesus Christ.
2. Wholehearted agreement with the organization's pro-life mission and biblical view of sexual purity and sanctity of life.
3. Agreement with the center's Statement of Faith, Core Values, and policies.
4. High school diploma required.
5. Successful experience in fundraising, sales, marketing, outreach, or partnership development.
6. Demonstrated leadership, management, and organizational ability.
7. Strong interpersonal, written, and verbal communication skills; public speaking ability.
8. Ability to manage multiple projects independently with excellence.
9. Ability to learn and use online platforms including CANVA, Google Workspace, Social Media, Wix, Video Production Tools, and Donor Database software

Preferred Qualifications

1. Bachelor's degree in a related field.
2. Experience in non-profit development/fundraising, preferably in a Christian or pro-life organization preferred.
3. Experience in a pregnancy center or similar ministry environment.
4. Experience with grant writing
5. Experience working with database software (CPC uses DonorPerfect)
6. Experience working with computers, social media, video production and online platforms including CANVA

CERTIFICATION

The Development Director performs other duties as assigned for the benefit of CPC and its mission. This job description is not designed to cover or contain a comprehensive listing all activities, duties and responsibilities that are required for the employee.

The Employee's signature below indicates that the employee has reviewed and received a copy of this job description.

Employee Signature _____ Date _____

Employer Signature _____ Date _____