



Job Title:	Director of Development (CDO for external)
Reports To:	CEO
Department:	Development

Purpose: The purpose is to lead in the planning, organizing, and directing of Bill Glass Behind the Walls development endeavors. Embrace the mission and statement of faith for the ministry.

Major Duties and Responsibilities:

- Work with staff and volunteers in fundraising techniques
- Initiate donor visits and fundraising calls for you and CEO
- Manage a portfolio of major donors and prospects including identifying and meeting with donors to cultivate, steward, solicit, and ascertain capacity to support the ministry
- Make at least 8 (two per week) strategic/substantive visits per month (donor, prospect, or advisor visits) with CEO.
- Organize and lead in relation to all strategic development direction working with CEO
- Solicit foundations to support the ministry including a direct mail strategy
- Oversee grant seeking research, proposal writing and reporting requirements
- Lead in Direct capital campaigns in regards to annual fundraising and special events
- Create lists list of donors/prospects for each region and direct RD's to action
- Raise seed money for football devotional project
- Develop quarterly forecasts for production of gift activity
- Be familiar with and remain current on various gift planning tools and agreements
- Create a list of athletes/actors/personalities to submit to the Director of Platform Guests
- Develop a speaker package to be sent to universities/TV/Radio/Churches across the country for CEO to speak at chapels, churches, and audiences.
- Be creative with fundraising goals, proposals, and methods per donor
- Work closely with the CEO and the Board of Directors Development committee
- Supervise and collaborate with the Communications Director in the creation of publications to support fundraising
- Maintain gift recognition programs

Knowledge, Skills, and Abilities: The ideal candidate will have experience in the following:

- Bachelor's degree required; Master's degree preferred
- Three to five years of previous full time, similar related experience
- Community organizing and development at the grassroots, local level
- Partnership building experience
- Public speaking, facilitating, and coordinating meetings
- Experience with diverse audiences, denominations, and cultures
- Excellent written and oral communication skills
- Proficient in all forms of technology
- Donor Management

Working Conditions:

- Travel required
- Some evening and weekend work required.

This job description should not be construed to imply that these requirements are the exhaustive duties and responsibilities, nor are the requirements of knowledge, skill, and abilities, without consideration of other areas of experience and expertise that could compensate for additional responsibilities.