

MorningStar Mission Ministries, Inc.
Position Description

Director of Development

Position Purpose:

1. To Provide planning and management of the overall fundraising efforts of MorningStar Mission.
2. To create opportunities to deepen the relationship between MorningStar Mission and its donors.

Primary Responsibilities

1. Supervise and train the development staff as needed.
2. Responsible for oversight of current giving including donor acquisition and cultivation, social media, special events, and grants.
3. Act as campaign director of capital campaigns, and oversee a major gifts and planned giving program.
4. Responsible for oversight of all facets of community relations, including public relations and church relations.
5. Work with board and development committee as well as represent MorningStar Mission at community functions as needed.
6. Producing reports, holding and attending meetings as required.
7. Prepare and monitor the development budget.

Additional Responsibilities:

1. Work with the entire mission staff as a team member.
2. Incorporate the philosophy of MorningStar Mission in every contact.
3. Related duties as assigned.

Position Requirements:

1. Positive Christian testimony.
2. Degree or minimum of 5 years experience in fundraising, marketing, public relations, or communications.
3. Successful fundraising experience required.
4. Must have excellent oral and written communications skills as well as strong organizational and management abilities.
5. Working knowledge of word processing and spreadsheets necessary.
6. Able to lift at least 30 pounds.
7. Submit to a fingerprint background check.
8. Freedom from all controlling substances including tobacco.
9. Must have and maintain a valid Illinois drivers license and a clean driving record.

Reports to: Chief Operating Officer

Salary Range: Dependent on Experience