

Christian Record Services, Inc.

GENERAL JOB DESCRIPTION AND RESPONSIBILITIES

Job Title: Director of Development Department: Development
Category: Full-time Exempt (Salary) Wage Scale: Per denominational scale
Reports to: President Date Written: November 2023

MISSION AND PURPOSE: Christian Record Services, Inc. is a ministry of the Seventh-day Adventist Church in North America, serving people of all faiths and levels of society who are blind worldwide. Founded in 1899, Christian Record Services' mission is to *empower* people who are blind to *engage* their communities and *embrace* the Blessed Hope. Christian Record Services impacts thousands of lives annually through services and programs provided to them without cost.

POSITION SUMMARY: The Director of Development leads the Development team in fundraising by engaging new and existing supporters at all giving levels with effective strategies to improve donor cultivation and retention to meet annual retention and revenue goals. A successful candidate will connect deeply to our mission and be an enthusiastic advocate for Christian Record Services' mission and programs, internally and externally, and articulate a clear, compelling case for support of the organization.

ESSENTIAL JOB FUNCTIONS

Department Management & Oversight

- Partner with President to determine department benchmarks for the Development Department, to support fundraising and donor communications goals
- Create and maintain policies and procedures for the department
- Provide leadership, direction, management, and administrative skills to motivate and build professional competencies of Development Department staff
- Lead out in comprehensive fundraising strategies and processes in alignment with the ministry's mission and strategic plan to support stability and growth of revenue streams to sustain the ministry's annual operating budget and to help safeguard continued delivery of free services and programs for people who are blind
- Create and maintain systems and processes to bridge department operations and ensure efficiencies and communication among the different Development Department roles
- Develop and manage the department's annual budget and perform periodic cost and productivity analyses and adjust as needed to perceived trends and cycles
- Work with the VP for Finance to maintain Planned Giving Plus accreditation for Christian Record Services and collaborate to create resources to promote planned giving
- Work closely with other department directors and key contacts to glean stories of impact to celebrate mission impact with current and new audiences
- Manage relationships with vendors and contractors, as appropriate
- Manage Christian Record Services, Inc.'s donor digital platform and ensure integrity and usability of related processes and procedures for staff and donors

- Analyze donor giving and performance through all fundraising channels, and report regularly on outcomes to the Board of Directors, administration, and key stakeholders to ensure all levels understand the progress toward established donor fundraising and retention goals
- Oversee monthly reconciliation between donor database and GL reports to ensure clarity, accuracy, and consistency of financial reports

Fundraising

- Direct all aspects of fundraising, including major gifts, foundation relations, corporate relations, direct mail, acquisitions, annual offering, Annual Report preparation, and grant applications
- Provide guidance to President, in identifying and engaging a small portfolio of major donors for fundraising solicitation and stewardship, and support Board members, staff, and/or volunteers as needed in cultivation and solicitation of donors
- Maintain a portfolio of major gift prospects and personally cultivate and solicit those prospects
- Identify stories for appeals and other donor-related communications
- Partner with the Director of Communication and direct donor-related communication on the ministry's website, social media accounts, email, e-news, and other dissemination tools, including fundraising and engagement campaigns throughout the year and creating appeal- or event-specific landing or giving pages

QUALIFICATIONS AND SKILLS

Education

Bachelor's degree (Master's degree preferred) in marketing, communication, or related field; CFRE certification preferred

Experience

- Minimum of five years senior-level experience in a professional office setting
- Experience in annual giving, major gifts, business/sales, marketing, or related areas, with at least three years leading and managing high-performing professional teams in complex organizations and situations
- Proven experience attracting, stewarding, and retaining donors, and a portfolio of major gifts
- Knowledge of Seventh-day Adventist culture, church operations, and structures

Church Membership

Must be a member in good standing in the Seventh-day Adventist Church

Skills

- Motivated communicator with excellent oral and written skills, and ability to represent the ministry in a professional manner
- Demonstrated ability to build strong relationships and collaborate effectively with administrative team, staff, Board members, volunteers, members, donors, and vendors
- Demonstrated ability to think creatively and strategically, conduct detailed appeal and donor research, and distill into meaningful summaries
- Highly organized, detail oriented, with superior time management and troubleshooting skills

- Demonstrated technology and computer skills necessary for the position, including experience with content management systems for donors such as DonorPerfect or Raiser's Edge (or equivalent donor databases), Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Asana project management platform, and other computer skills commensurate with position responsibilities; willingness to explore and learn new platforms.
- Valid U.S. driver's license and willing to cultivate major donor relationships through communications and visitation domestically up to 20 percent of time, and represent Christian Record Services at donor events, meetings, conventions, and other activities

Mental/Emotional Requirements

Must be able to work in an often fast-paced, service-oriented environment to perform duties under pressure, meet deadlines in a timely manner, work as part of a team as well as complete assignments independently, and exercise critical thinking skills independently and with others.

Physical Requirements/Occupational Safety and Health Administration (OSHA)

Must be able to perform essential job functions with or without accommodation. Incumbent should be in optimal health for travel in general.

Note

The above statements are intended to describe the general nature and level of work to be performed by the individual in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for this position. Employees may have other duties assigned at any time.

How to Apply

Submit Christian Record Service's Employment Application, which can be found at www.bit.ly/CRSJOB, a current CV or resume, and a cover letter by email to info@christianrecord.org. The position will remain open until filled. No phone calls please.

About our Hometown – Lincoln, Nebraska

Christian Record Services is headquartered in [Lincoln, Nebraska](#). Lincoln is the capital of the state and the second largest city in Nebraska. Lincoln residents appreciate the many trails and parks (over 98% of homes are located within one mile of a public trail and over 80% are within a half-mile of a neighborhood park). Lincoln was recently ranked as the third most livable state capital with a population of about 290,000. The [University of Nebraska-Lincoln](#) the flagship public research university in Nebraska, and a member of the Big Ten Conference. Lincoln is a vibrant community with a plethora of medical institutions, entertainment options, and restaurants.

Within close proximity to Christian Record Services' headquarters is [Union College](#) (soon to be Union Adventist University), [College View Academy](#) (a K-12 grade school), [AdventSource](#), [Mid-America Union Conference](#), [Kansas-Nebraska Adventist Book Center](#), and area [Seventh-day Adventist Churches](#).