



## Donor Development Manager

### Summary:

The Donor Development Manager reports to the Executive Director to establish and oversee a fund development plan. The Development Director leads the planning, implementation, and evaluation of all aspects of fundraising for You Medical to help fund the organization's identified priorities. Activities will be consistent with the mission and goals of the ministry, and will reach individuals, businesses, churches, agencies, and other organizations in the community. The Development Director will also direct You Medical's media and marketing, as it ties directly with fundraising. The ideal candidate will be a seasoned, responsible, focused individual with outstanding organizational skills and a high level of effectiveness with experience in and knowledge of fundraising for non-profits.

### Reports to: Executive Director

- FLSA Status and Job Classification: Full time, Exempt
- 40-50 hours per week. Willing to work overtime for special projects or events.
- Pay Range (depends on experience): \$67,800 - \$75,000 annually
- Benefits include vacation time, holiday pay and a flexible schedule.
- Clinic hours open to the public: Mon-Thurs 10am-5pm, Wed 12-7pm

### Qualifications:

1. Be a committed Christian who demonstrates a strong personal relationship with Jesus Christ as their Savior and Lord and actively attends a Bible believing church being able to maintain a current pastoral referral.
2. Exhibit strong commitment to and passion for the pro-life position and sexual purity.
3. Agree with and be willing to uphold the Core Beliefs, Statement of Faith, Christian values and policies of You Medical.
4. Have personal prayer team support.
5. Must be able to maintain confidentiality as it relates to clients, donors & other ministry business.
6. Be dependable, stable, and able to follow through on commitments.
7. Exhibits social aptitude, situational awareness, and conversational skill.
8. Exhibit a sincere desire to reach out with the love of Jesus to all people.
9. Be familiar with scripture pertaining to the sanctity of life, forgiveness, and salvation.
10. Commit to a position for at least a year by having the available time to be dependable.
11. Excellent computer knowledge and use of a computer and other office equipment.
12. Proficient in Microsoft Office Suite applications, including Excel, Word, PowerPoint, and Outlook.
13. Must have strong and effective communication skills (oral and written).
14. Bachelor's degree preferred in one of the following: business, social science or related field or have 4 + years in full time related experience.
15. 1+ years' experience in public relations, marketing, development, fundraising, event planning, and/or managing projects.
16. Able to work Fridays & weekends for public relations or fundraising events as needed.
17. Minimum age requirement 18.

18. Direct experience in professional fundraising, including annual funding, and major gifts.
19. Knowledgeable on campaign management and donor development - two years of experience preferred.
20. Graphic/design skills an added value
21. Professional, teachable, and humble servant leader
22. Adaptable, proactive, resourceful, and efficient
23. Collaborator who can seamlessly create and unify existing and new networks of people and programs.
24. Willingness and ability to work a flexible schedule that includes frequent evening hours (but seldom more than 40 hours a week)
25. Be a fun co-worker with staff and volunteers

### Community Relations

1. Represent You Medical in public forums to raise awareness of and support for You Medical. Comfortable in communicating with donors and future donors both in person and electronically.
2. Implement an annual strategic development plan based on biblical giving principles that incorporates a variety of fundraising/development approaches (grants, ongoing gifts, major gifts, planned giving, special events, and other activities) to meet or exceed planned income budgets to support community needs.
3. Leadership in planning and coordinating events in the community.
4. Work closely with the Executive Director to develop and maintain strong working relationships with key contacts within the community; including individuals, businesses, churches and liaisons, civic groups, and philanthropic prospects in the effort to increase awareness of the ministry; identify potential fundraising opportunities within these groups and implement a course of action for donor and volunteer recruitment and participation.
5. Assist with developing proposals and marketing materials to reach current and future donors.
6. Manage and track donor engagement and relationships.
7. Identify, plan, and execute fundraising campaigns and events designed to promote the financial health of the organization.
8. Develops and implements a multi-year strategic fundraising plan to identify and cultivate donors from internal and external constituencies, building upon a current donor base to create new giving opportunities for volunteers, congregations, agencies, businesses, individuals and other ministry supporters.
9. Works with the Executive Director to review the ministry's feasibility study, develop campaign strategy, and set capital campaign major and sub-goals.
10. Accompanies the Executive Director or Campaign Steering Committee team members on donor visits, as well as manages and leads individual visits and solicitations.
11. Manages and cultivates a portfolio of key donor relationships - including individuals, corporate firms, organizations, and foundations - that lead to major gifts, capital campaign goal completion, and planned to give.



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12. Lead strategic marketing and communication for the overall ministry Develop a strategic and effective marketing and communication plan that will broaden awareness of You Medical through the use of electronic methods including, but not limited to, e-mail communication and social media.

### Responsible For:

1. Creating and executing an e-mail and direct mail marketing plan
2. Creating and maintaining a social media content calendar
3. Creating graphics and other visual materials for both print and digital distribution
4. Creating flyers, pamphlets, and other materials for general distribution
5. Serving as a media liaison and spokesperson in the absence of or in substitute of the Executive Director
6. Updating and improving the You Medical website

### Staff/Volunteer Training & Fundraising

1. Attend in-services and participate in training as needed.
2. Lead and attend fundraising events.
3. Attend scheduled meetings including staff meetings.

Other duties as assigned.

[www.supportyoumedical.org](http://www.supportyoumedical.org)

*You Medical is a faith-based 501(c)(3) non-profit organization supported by the generosity of our community and was founded in our community in 1988.*

*Our clients receive quality medical care, free of charge or at low cost.*

*You Medical is a place where you can grow into the fullness of who you were called to be—including your job. We care for our people and equip them with tools to take on meaningful work to serve our community.*