



Senior Director of Donor Ministries Job Description

JOB SUMMARY:

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of 200 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small. The Senior Director of Donor Ministries is responsible for the general oversight, management of department staff, annual strategic donor ministries plan, and day-to-day donor development and business development operations, including, but not limited to, all fundraising activities, promotions, special events, policies and procedures, record keeping, reporting to the Executive Director and support for active volunteers.

RESPONSIBILITIES:

- **Strategic Development:** a proven track record in developing and implementing an annual donor strategic development plan that aligns with the overall strategic plan for organizational revenue growth. The plan will include strategies for developing donors, securing funding and contributions to support the organization, and coordinating current and planned giving programs through the Donor Ministries Team.
- **Major Gifts:** successful experience in strategizing, growing, cultivating, and soliciting gifts of five, six and seven-figures or more.
- **Special Events:** demonstrated success in setting and meeting event goals for donors and sponsors, coordinating fundraising special events, and understanding how events fit into the overall fundraising strategy for cultivation, stewardship, community building, and contributions.
- **Planned Giving:** familiarity with basic planned giving strategies and tools sufficient to have conversations with donors from which they would seek professional advice from their advisors and counselors.
- **Moves Management:** experience in developing and tracking moves management for donors and involving organization leaders and board members as appropriate.
- **Donor Engagement:** skilled at donor retention strategies, engagement of lapsed donors, and acquisition of new donors with a proven track record of increasing the number of individual donors and growing unrestricted contributions.
- **Relationship Development:** proven experience in developing and maintaining professional, productive working relationships with board members, donors, volunteers, and community stakeholders.
- **Prospect Research:** demonstrated proficiency in researching new and existing prospects through a variety of sources.
- **Developing a Culture of Philanthropy:** experience in fostering a culture of philanthropy within the organization and the Board. Will work with the Board and Executive Leadership Team to ensure that the organization's corporate culture, systems and procedures support fund development and vice versa.

- Team Development: experience recruiting, training, and developing planned new hires for the Donor Ministries Team.
- Volunteer Recruitment: proven success in recruitment and development of volunteers to provide support to the internal functions and fundraising/relationship development efforts of the organization (including handwritten thank you cards, donor cultivation, prospect engagement, annual fundraisers, etc.).
- Executive Reporting: experience in the development of high-level donor based reports for the Executive Director, Executive Leadership Team, and Board. Must be able to establish performance measurements, monitor results and help the Executive Director, Executive Leadership Team, and Board evaluate the effectiveness of the organization's fund development program.
- Leadership: experience leading and supporting an internal Fundraising Support Team (FST) made of volunteers, Board Fundraising Committee, and paid staff supporting the fundraising efforts. Will need to encourage, educate, and empower the Donor Ministries Team to achieve monthly, quarterly and annual goals as well as provide annual performance reviews.
- Brand Ambassador: experience in serving as a representative of the organization, utilizing your presence at special organizational events to develop a prospect pipeline and donor base. Must be able to present with confidence, humility, and speaking skills.
- Relationship Management: experience in prospect research and cultivation to continue to add to the donor pipeline while tracking proposals under development, proposals out for review, and proposal outcomes for the current year and multi-year renewals.
- CRM Oversight: experience in developing and maintaining appropriate CRM including but not limited to volunteer and donor moves management, research and cultivation, gift processing and recognition. Will need to maintain accountability and compliance standards for donors and funding sources. Will oversee Donor Ministries stakeholder interests for organizations new CRM database project procurement and implementation and direct and ensure the maintenance of all donor and fund development records in the new CRM.

BEST PRACTICES:

- Understands nonprofit regulations and board governance.
- Stays current on fundraising trends and innovation within the nonprofit industry.
- Understands federal laws and policies relating to fundraising.
- Ensures confidentiality, professionalism, and accuracy and completeness of record-keeping and project tracking.
- Is timely in follow-up with donors and sponsors regarding meetings, donation receipts, recognition, periodic and annual reports, and special requests.
- Understands and demonstrates the importance of initiating donor visits and fundraising calls.
- Understands that other duties may be assigned as directed by the Executive Director.

QUALIFICATIONS:

- Minimum Education: Bachelor's Degree – preferably in fund development, marketing, public affairs, or related disciplines.
- Minimum Experience: minimally 7 years of fundraising experience and has been responsible for a donor budget of \$5MM-\$10MM or more.
- Language Skills: Ability to communicate effectively orally and in writing in English.

OTHER KEY EXPERIENCES:

- Excellent communication skills, both written and oral; ability to influence, encourage and engage volunteers, business and ministry partners interested in ADRN.
- Excellent public speaking skills, comfortable speaking in front of staff and small-to-large-sized groups.
- Exceptional attention to detail and strong reporting skills.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical Donor Development initiatives when needed.
- High energy and passion behind the mission.
- Ability to work both independently without close oversight but also as a team player who will productively engage with others at varying levels of seniority within and outside of ADRN.
- Loves and has a passion for God, Jesus Christ, the Holy Spirit, and the Father's mission through ADRN. Loves to pray for team members as needed.
- Kingdom-minded and relationship-focused.
- A professional and resourceful style of leadership; takes initiative and can manage multiple tasks and projects at a time.
- Proficient in computer technology and software programs specific to the job, including Virtuous CRM Software, Google Suites (Word, Excel, PowerPoint), Slack, Asana, Twitter, Linked-In, and Facebook.

WORK ENVIRONMENT:

- This is an onsite office-based position at ADRN HQ, with the ability to work from home up to 2 days per week.
- The physical demands of the job are those typical of an office environment.
- Employees may be asked to participate in field response efforts when the organization is supporting active disaster responses.

ORGANIZATIONAL STAFF EXPECTATIONS:

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Commit to seek God's face for wisdom, read His Word for revelation, and aim to be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer throughout the week for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical trainings to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.

- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another.
- Willingness to accept and sign ADRN's Statement of Faith.

ETHICAL STANDARDS: ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

ADRN Vision Statement: To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

ADRN Mission Statement: To glorify Christ by equipping, empowering, and mobilizing the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

Work Authorization

Employees must be authorized to work in the United States under Federal requirements.

Other Duties

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send cover letter, resume and three professional references to: HR@ADRNTX.ORG