

Position: Development Director

Summary:

The Development Director is a member of the leadership team and is responsible for developing and executing comprehensive donor strategies to ensure effective communication, engagement, acquisition, and retention of all donors (including individual, institution, education, foundation, church, and business) and levels. The Development Director will collaborate closely with the leadership team to align philanthropic activities with organizational goals, drive cultural development, and support cross-functional initiatives. This role includes overseeing donor strategy development and implementation, engaging with prospective, first-time, recurring, high-capacity, and large-gift donors, as well as leading grant writing and managing relationships with grantors. The Development Director will also oversee a team to achieve fundraising goals and expand the organization's reach and impact in the community. This role reports to the CEO/President.

People Management:

This role may have supervisory responsibilities for various administrative and managerial staff directly reporting to it.

Compensation:

- Starting Salary Range: \$75,000 - \$90,000
- Level 6
- Annual Incentive Plan: 8% of annual salary

Essential Job Functions:

- Support integration of Biblical principles and a Christian worldview into leadership and operational practices.
- Support preparing people in under-resourced communities in life and work skills utilizing Biblical principles that help them with essential skills training, connections to resources and access to better job opportunities.
- Collaborate with the CEO/President, Board of Directors (including the Philanthropy/Development Committee), and other leadership team members to align donor strategies with organizational goals.
- Develop and execute short-term and long-term strategies for donor acquisition, retention, and growth.
- Utilize data-driven insights to segment donors and tailor engagement strategies to meet their needs and interests, while also fostering increased support.
- Create and implement a donor journey framework that (1) nurtures first-time donors into recurring donors, (2) cultivates high-capacity and large-gift donors while fostering increased support, and (3) reinforces development of organizational champions that engage through prayer, service, learning, giving, and/or sharing.
- Partner with the CEO/President to cultivate major donor and prospect relationships, build strategic community partnerships, and represent Jobs Partnership to promote its mission and recruit organizational champions.
- Work with the Partnership and Program teams to develop and achieve cross-functional goals and metrics with key community, volunteer, church, education, and business relationships.

- Develop and manage tailored communication and recognition strategies for diverse donor segments—ensuring first-time donors are welcomed, recurring and major donors are appropriately acknowledged, and all receive timely, personalized, and impactful messaging.
- Prepare and distribute regular updates, newsletters, and reports to keep donors informed and engaged.
- Lead the full grant process by developing strategies to identify new opportunities, preparing and submitting compelling proposals, and collaborating with staff and leadership to ensure alignment with organizational priorities.
- Cultivate and steward strong relationships with grantors while tracking, reporting, and evaluating grant activities to strengthen future outcomes.
- Plan and execute comprehensive donor engagement strategies—including events, tours, personal visits, and targeted outreach—to cultivate new prospects and deepen existing relationships.
- Manage donor stewardship through personalized recognition, consistent communication, and effective use of donor management systems to track interactions, preferences, and giving history, encouraging sustained and increased support.
- Monitor donor activity to identify at-risk or lapsed supporters, and implement data-driven, personalized re-engagement strategies—tracking outcomes and refining approaches to strengthen donor retention.
- Lead, mentor, and develop a high-performing team, fostering a culture of collaboration, accountability, and continuous improvement.
- Conduct performance evaluations and provide feedback to staff, identifying training and development needs.
- Prepare and present regular reports on donor relations activities, progress, and outcomes.
- Participate in budgeting and financial planning processes related to donor relations and fundraising.
- Perform other related duties as assigned.

Key Leadership Behaviors

- Consistently demonstrates all Jobs Partnership's Core Values
- People Leadership
 - Articulates a compelling vision and inspires others to work towards it
 - Fosters a collaborative work environment, promotes teamwork, and empowers employees to contribute their best
 - Actively listens, encourages open dialogue, and provides timely feedback
 - Builds strong relationships with stakeholders and external partners to drive collaboration and achieve shared objectives
 - Comfortable interacting with all levels and offering opinions
 - Ability to influence and persuade at all levels
 - Motivates and inspires top performance
 - Exceptional coaching skills (ability to provide clear, actionable feedback and performance coaching)
 - Strong developer of talent with a clear succession plan in place
 - Possesses high emotional intelligence:
 - Self-aware of own emotions and behavior
 - Expresses emotions appropriately and understands impact to others
 - Comfortable interacting with all audiences

- Displays empathy, caring and sensitivity
 - Motivated beyond external rewards
 - Humbly learns from successes and mistakes
 - Doesn't look to blame others or make excuses
- Problem Solving
 - Ability to think strategically and envision the future direction of the organization
 - Ability to make difficult decisions in a timely manner, considering available information and weighing potential risks and rewards
 - Ability to gather input from various sources, analyze data, and confidently make informed decisions
 - Ability to navigate unique and changing situations successfully and quickly
 - Identifies complexity, is resourceful and creates simple solutions
 - Adaptability and agility in responding to emerging trends, technological advancements, and evolving job seeker and participant needs
 - Prioritizes long-term goals and is proactive in identifying and seizing opportunities that align with the organization's vision, mission, values, and strategic goals
 - Understands bigger impacts to Jobs Partnership and is focused on the entire organization being successful
 - Comfortable with complexity, ambiguity, and explaining thinking to others
 - Anticipates potential opportunities and is open to thinking through problems with varied perspectives
 - Asks thoughtful, probing questions and actively listens to uncover trends, themes, and patterns
 - Builds strong relationships and promotes collaboration across departments helping to drive a holistic approach to decision-making
 - Strong intellectual curiosity
 - Resourcefulness
 - Resilience
- Personal Characteristics
 - Deep commitment to Kingdom work and following Jesus as their personal Lord and Savior
 - High regard for and obedience to the Bible as the ultimate authority
 - Leads authentically
 - Demonstrates passion, enthusiasm, and confidence
 - Motivates employees, instills a sense of purpose, and builds strong organizational culture
 - Ability to handle challenges, setbacks, and ambiguity
 - Leads with integrity and sets high ethical standards for the organization, promoting the same throughout the organization
 - Acts with honesty, transparency, and fairness in all their interactions
 - Possesses keen strategic mindset and the ability to see the big picture
 - Is a lifelong learner
 - Invests in their personal and professional development, and encourages others to do the same
 - Encourages a learning culture within the organization and fosters a growth mindset
 - Ability to handle distractions and the unexpected, particularly in times of immense stress
 - Pleasant, approachable demeanor

Qualifications:

- **Education/Certifications:**
 - Bachelor's degree in a related field, masters preferred.
- **Experience:**
 - Minimum of 7-10 years of experience in donor relations, fundraising, or a related field, preferably in a non-profit environment.
 - Proven experience in a leadership role and effectively managing others.
 - Proven track record of developing and implementing successful donor engagement and fundraising strategies.
 - Experience in planning and executing events.
 - Christian non-profit background, preferred.
- **Other Key Requirements:**
 - Passion for Kingdom work.
 - Biblical worldview of work and service
 - Integrates biblical principles and a Christian worldview into leadership and organizational practices
 - Must be available, as needed, for weekend and evening donor engagements, events, meetings, and community engagements.

Physical Requirements:

- Periods of stationary office work, up to 8 hours at a time
- Occasionally climb, bend, stand, twist, kneel, crouch, squat, and balance neck while performing other tasks
- Lift items up to 15lbs, infrequently
- Ability to travel within Central Florida visiting multiple sites/locations.

Jobs Partnership is committed to making reasonable accommodations for individuals with disabilities consistent with the requirements of federal, state, and local laws and regulations.