



Job Title: Development Director

Position Description: The Development Director will work with the Executive Director to implement and expand the fundraising efforts of First Choice. Specifically, this person will handle major fundraising events planning and grant writing, and will work to cultivate relationships with current and prospective donors.

Reports to: Executive Director (ED)

Supervises: n/a

Type of Position: Exempt, Full-time

Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
2. Exhibit strong commitment and dedication to the sanctity of all human life & to sexual purity
3. Agree with and uphold the Statement of Faith and Guiding Principles of First Choice Women's Medical Center
4. Bachelor's degree required, with a preference for marketing or business
5. Development or sales experience helpful
6. Must have basic computer skills and willingness to learn more as needed
7. Must be a proficient writer and be confident with public speaking to groups of various sizes
8. Demonstrate satisfactory knowledge of pregnancy, abortion, and related health issues
9. Exhibits and lives out an understanding of biblical generosity

Essential Functions:

1. Development

- Together with the ED and board of directors, work to develop a strategic and sustainable funding plan for the ministry
- Identify, cultivate, solicit, and steward givers—individuals, foundations, corporations, and churches—through face-to-face meetings and other communications, in order to develop a strong base of financial support
- Set short-term and long-term goals for fundraising work, including goals on visits, contacts, requests, and funding
- Cultivate relationships with current and prospective board members for engaging the board in development work

- Together with the ED, create and manage a planned giving initiative, and work to secure planned gifts from ministry givers.
- Work with the ED and Marketing Director to create and utilize all development materials and communications, complete with an annual calendar for all print and digital development communications

2. Fundraising Events

- Oversee organization and execution of major fundraising events, specifically the fall banquet and the Elmore County low country boil event
- Explore and brainstorm new fundraising events or project ideas and implement as the board decides

3. Grant Writing

- Maintain a current grant calendar, applying for those the organization is typically awarded
- Research new funding opportunities and write proposals for local, regional, and national grant funding opportunities whose missions align with that of the ministry

4. Ensure donor contributions are recorded and properly receipted

- Prepare and deposit funds at least weekly, entering/downloading data into necessary platforms for accurate records
- Ensure donor contributions are properly receipted
- Prepare and send pledge statements/reminders as needed

5. Other Functions

- Assist other staff members as needed to effect optimal functioning of the ministry
- Serve in client care capacity as needed
- Participate personally in fundraising events

Required Skills:

1. Must be able to listen well and empathetically
2. Must be a persuasive and effective communicator
3. Willingness to occasionally work evenings or weekends, when necessary
4. Passionate about the mission and vision of First Choice

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