



October 2023

JOB OPENING AT *CHANGED CHOICES*:

Changed Choices is accepting applications for Director of Development, a full-time, exempt position. As a Christian, faith-based organization, the successful candidate is a Christ follower and able to fully embrace our purpose, mission, and vision.

Changed Choices is growing and is looking for a high-capacity individual who is equally experienced, skilled, enthusiastic, and energetic. She/he has a record of successfully planning and executing a robust funding plan of multiple income streams to meet growing budgetary needs. We need a creative, strategic individual who will maintain relationships with our current partners while growing our donor-base and strategic partnerships. We are preparing for expansion and our new Director of Development is responsible to raise the funds necessary to fuel that growth.

We anticipate that she/he has a Bachelor's or Master's degree in a business or finance-related field and 3-5 years of successful, hands-on experience in fundraising, relationship-building, stewarding partners, researching and writing grants, planned giving, and event planning.

The candidate we are looking for has demonstrated attention to detail and the ability to function with a high degree of organization. She/he is proficient in technology: Microsoft Office, Google Suite, Salesforce and Instrumentl. This position requires excellent written and verbal communication skills.

Please see the job description for further details before applying. Submit a resume and cover letter to Diane Hunt, Executive Director/CEO at diane@changedchoices.org

Applications will be accepted until the position is filled.



Job Title: Director of Development
Status: Full time, Exempt, (40+ hours/week)

MISSION STATEMENT: As followers of Christ, we empower currently and recently incarcerated women to achieve lasting, positive change through programming and personalized mental, emotional, physical and spiritual support.

VISION STATEMENT: *Changed Choices* exists so that women who have experienced incarceration lead restored lives marked by healthy decisions, self-sufficiency, and contribution to their communities.

ORGANIZATIONAL VALUES:

As followers of Jesus Christ, we endeavor to operate with:

- **INTEGRITY**
We are honest in all of our dealings and steward the resources the Lord has entrusted to us.
- **COMMUNITY**
We work collaboratively, internally and externally, building healthy cultures to achieve our mission.
- **RESTORATION**
We quickly seek to reconcile with others, and model second chances.
- **RESPONSIBILITY**
We take personal responsibility for our actions and follow through on our commitments.
- **PRODUCTIVITY**
We perform our respective roles with a drive to achieve results that advance the shared mission and vision of our organization.
- **AFFIRMATION**
We celebrate each other's success and value, recognizing we are all created in God's image.

PURPOSE STATEMENT: The *Director of Development* serves in a manner that represents the *Changed Choices* mission, vision and values. This position exists to create and execute a written, well-rounded, robust, growth-minded, strategic funding plan for generating financial investment from individuals, corporations, foundations and other sources to meet *Changed Choices'* fundraising goals for a 2024 revenue budget of \$729,000+. *Changed Choices* is preparing for expansion and the *Director of Development* is responsible to raise the funds necessary to fuel that growth.

REPORTING RELATIONSHIPS: Reports to the *Executive Director/CEO*, works closely with the *Assistant Executive Director* and works cooperatively and collaboratively with the entire *Changed Choices* staff.

MAJOR RESPONSIBILITIES:

Strategic Direction and Management (20%)

1. Build and oversee the implementation of an aspirational, achievable annual development plan and a multi-year vision for balanced, sustainable revenue streams to support the ministry's mission and 2024 \$729,000+ annual budget understanding the budget will grow 10-20% annually and create a need for dedicated, long-term champions.
2. Create and implement a plan to increase the number of financially supporting faith-partners each year.
3. Plan organization-wide development events and functions, leveraging the support of committees to include staff, volunteers and board members, as needed, to execute events which successfully meet the plan's goals.
4. Maintain effective records and establish tracking procedures to support development work.

Fundraising and Donor Development (50%)

1. Create and manage a well-rounded fundraising and communication plan and activities to include direct mail and email appeals, social media, website, giving campaigns, special events, planned giving, donor appreciation events, and sponsorship proposals that celebrate success stories and inspire engagement.
2. Grow the ministry's donor base by identifying and cultivating relationships with potential individual, corporate, foundation and faith-partner donors while also stewarding current donor relationships
3. Plan, promote and grow our monthly donor base
4. Maintain a schedule of 2-4 donor visits/week
5. Keep donor information current, as it will be utilized for reporting, mailing, stewarding, and planning.
6. Create and implement an annual grant plan to identify and apply for grants including the necessary research, submissions and follow-up reporting. Acquire and maintain necessary metrics for grant evaluations and reporting.
7. Participate in the annual budget process providing information relative to development and fundraising income and expenses.
8. Develop and implement an incremental planned giving program to support ministry sustainability

Communications / Community and Public Relations (30%)

1. Develop a plan of engagement with the community - determine who we need to know and who needs to know us. Hold a minimum of 1-2 off-site meetings per month with community leaders in the justice system and elsewhere that will encourage collaboration and help define our place on the spectrum of services offered in our city.

2. Working closely with the *Executive Director/CEO* and the *Assistant Executive Director*, provide regular reports of fundraising efforts and status. Attend monthly Board Finance Committee meetings to provide a fundraising report

Other duties as assigned by the Executive Director/CEO or the Assistant Executive Director

REQUIREMENTS:

1. A follower of Jesus Christ
2. A minimum of a Bachelor's Degree, a Master's degree a plus.
3. 3-5 years of successful hands-on experience in fundraising, grant research and writing, planned giving, marketing, event planning, and communications.
4. Working knowledge of Microsoft Office tools including WORD, Publisher, Excel and the Google Platform is required. Salesforce and Instrumentl (Grant research platform) experience is a plus.
5. Excellent verbal and written communication skills
6. Skilled in effective time management (meeting deadlines) with great organizational skills and attention to detail
7. Able to be self-directed as well as receive direction
8. Must be highly relational
9. Contribute to a ministry culture built on relationships that prioritize collaboration, embodies integrity and pursues equality and equity.
10. Flexibility is a must and needs to be comfortable with change as we seek to grow the ministry moving forward.
11. This position requires some nights and weekends to meet the job responsibilities.

EXPERIENCE:

1. Proven stellar track record of managing a multifaceted fundraising program in a growing organization with a reputation for integrity and excellence.
2. Successful results from personally cultivating event sponsors and funder relationships.
3. Record of measureable results from donor care, marketing efforts, fundraising events and direct mail.

9.2020

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