



NEIGHBORHOOD MINISTRIES

1918 W Van Buren St, Phoenix, AZ 85009

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www.neighborhoodministries.org

office@nmaz.net

Position Available – January 15, 2010

Development Director at Neighborhood Ministries

If interested, send Resume and Cover Letter to:

Christina Fankhauser

Fax: (602) 252-3171

Email: Christina@nmaz.org

Apply by March 15, 2010

Position Overview:

The full-time Development Director will report to the President of the organization and provide strategic leadership for all fundraising and public relations activities for Neighborhood Ministries. As a key member of the management team, this person will participate in the overall long-range direction and management of the organization. The Development Director will develop, plan, execute, and monitor the development efforts of the organization with the assistance of the executive team and the Board of Directors. This development program will include foundations, estate and financial planning, corporations, major donors, sustained giving programs, special events, donor list development and churches.

Principle Duties and Responsibilities:

1. Be passionate about the overall mission of Neighborhood Ministries.
2. Bring energy and enthusiasm to the development team.
3. Establish a biblical fundraising environment in line with the ministry's values.
4. Set direction and implementation of development functions as Development Team Leader.
5. Ensure that communication with current and potential donors is ongoing.
6. Develop new sources of funding, building a personal portfolio of major donors.
7. Ability to follow through with engaging and developing donors.
8. Participate with senior leadership in the further development of the vision of organization.
9. Coordinate with staff and board in sharing the vision and fundraising efforts with their contacts and volunteers.
10. Participate on the Board Development Committee.
11. Maintain integrity and confidentiality with donors.
12. Execute and implement estate and financial planning objectives.
13. Ensure that any grant funds received are spent in accordance with the grant.
14. Ability to delegate development duties to development coordinator, assistants, and volunteers.

Qualifications and Experience Requirements:

1. The successful candidate will have personal and professional qualifications that provide a good match with the mission, distinctives, and vision of Neighborhood Ministries.
2. A candidate must have a personal comfort level with major donors and foundation executives as well as our volunteers and clients.
3. Qualified candidates should have either a minimum of 5 years experience in non-profit development work with a demonstrated track record of success or an equivalent experience in business such as sales and marketing.
4. Spanish language skills are preferred.
5. A bachelor's degree is required and a CFRE is preferred.
6. Must evidence a growing personal faith in Jesus Christ.
7. Bias toward people over systems.