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Evansville Christian Life Center

509 South Kentucky Avenue

Evansville, IN 47714

(812) 423-9222

Director of Development & Partner Engagement

**About the Job:**   
The Director of Development and Partner Engagement position, as part of the development team, works to identify and cultivate relationships with individuals and organizations that build connections to the Evansville Christian Life Center’s mission. The position is an intricate part in helping lead and build a healthy culture of philanthropy and financial sustainability for the organization. The purpose of the development team is to relationally and financially sustain the organization’s work of restoring people from need to potential in Christ by fighting poverty and strengthening families. The goal and vision of the development team is that relationships will allow supporters to discover and explore their mission, gifts, and callings of loving others through the organization’s services.

## Qualifications:

* Strong relational and organizational skills
* Bachelors’ degree in a related field
* Relevant years of experience in the industry preferred
* Ability to translate the organization’s mission, vision, values, needs
* Attention to detail; Ability to manage multiple tasks and projects
* Ability to work with limited supervision; Flexible, can-do attitude
* Ability to lead and challenge themselves; Vision for personal and organizational growth

## Responsibilities include, but are not limited to:

* Cultivating relationships with donors
* Assisting with event coordination and sponsorship
* Helping plan and implement giving and major gifts initiatives
* Working with the development team to research donor prospects
* Conducting various types of tours with individuals, churches, business, etc.
* Helping develop and implement a donor solicitation strategy for potential prospects
* Calling and emailing donors on a regular basis
* Using the donor software system to track fundraising activities
* Working collaboratively with the development team and board on fundraising and community outreach initiatives
* Helping translate big-picture themes from the development team into an actionable plan
* Maintaining the balance of creative excellence with priorities and deadlines
* Interacting with a diverse group of people in a variety of situations
* Other possible tasks and projects as directed by the Executive Director/CEO

## Job Vision:

This position is an important part to the financial viability and sustainability of the ECLC and the advancement of its mission and goals. This position is viewed as effective when:

* A healthy culture of philanthropy is growing within the Evansville Christian Life Center community
* Fundraising income increases
* The long-term sustainability of the organization is increased due to the successful development and cultivation of relationships in connection with the organization’s work

## Physical Demands:

The physical demands are representative of the physical requirements necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and reach with arms. The employee is occasionally required to stand, walk, climb, or balance; stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 20 pounds.

## Disclaimer:

*This job description is not all-inclusive, and employees may perform other reasonably-related business responsibilities or duties as assigned by the Executive Director/CEO. This organization reserves the right to revise or change position duties as needed. This job description does not constitute a written or implied contract of employment.*

## Consent/Acceptance Clause:

*I have read and understand the above-mentioned qualifications and responsibilities for this job position. I am willing to carry out these specifications according to the Evansville Christian Life Center policies and procedures.*

**Employee Signature Date**