

# **Nebraska Lutheran Outdoor Ministries**

## **Job Description**

**Position Title:** Director of Development

Date: November 2022

**Reports To:** Executive Director

### **Summary of Responsibilities**

The Director of Development is responsible for the planning, organizing, directing, and leading of NLOM's fundraising activities including major gifts, annual fund, planned giving, special events, and capital campaign programs. The Director of Development works closely with the Executive Director and the NLOM Board in all development and fundraising endeavors. The Director of Development works to ensure that the mission, goals, accomplishments, and opportunities that lie before Nebraska Lutheran Outdoor Ministries are interpreted to individuals, groups, and organizations and that those individuals, groups, and organizations are invited to make charitable contributions that further the ministry of NLOM.

### **Position Responsibilities**

1. First, be a donor to NLOM
2. Lead a team that interprets the life-changing work of NLOM to a wide variety of audiences
3. Design and manage effective systems to prospect for new donors
4. Direct and ensure the consistent growth of NLOM's major gift and annual fund initiatives
5. Direct all capital campaigns
6. Direct programs that will ensure the consistent growth of NLOM's planned giving programs
7. Manage the work of all Development Department staff and design metrics that will measure their efforts
8. Train Development staff and see to it that they have continuing education opportunities that will make them more effective in their work
9. Oversee the work of NLOM's contracted grant proposal writer
10. Meet with donors and prospects regularly to ensure maximum engagement with them
11. Understand and teach Development staff the tax-wise giving options available to donors
12. Ensure that all donor records are current and accurate
13. Attend meetings of the Board of Directors and meetings of NLOM's senior management team
14. Work congenially with other NLOM staff members
15. Report progress regularly to the Executive Director
16. Other duties as assigned by the Executive Director

### **Qualifications and Experience**

1. Passion for the mission of NLOM, especially faith-formation of children
2. 5+ years of successful direct major gifts fundraising experience required; Certified Fund Raising Executive (CFRE) accreditation encouraged
3. A commitment to personal faith formation, including active membership in a congregation (ELCA preferred) and a working knowledge of the ELCA teachings and structure
4. Adhere to ethical development practices and abide by the ALDE "Code of Ethical Principles and Practices"

5. Maintain the confidentiality of sensitive information
6. Thorough knowledge of NLOM policies and procedures

### **Skills Necessary**

1. Strong relationship building skills
2. Strong interpersonal and writing skills
3. Strong organizational skills
4. Strong leadership and management skills
5. Ability to motivate and positively excite staff, volunteers and donors
6. Ability to demonstrate initiative and be a self-starter
7. Ability to be a team player
8. Thorough knowledge of fundraising techniques
9. Ability to develop and conduct presentations, including preaching in congregations
10. Ability to work with minimal supervision
11. Ability to maintain a budget
12. Ability to work effectively with a wide range of constituencies
13. Strong working knowledge of Office software (Microsoft Word & Excel)
14. Strong working knowledge of NLOM's fund raising software program (Results Plus)
15. Enthusiasm and passion for the work of NLOM
16. Comfortable with a variety of working hours (days, evenings, weekends)
17. Comfortable with overnight travel
18. Valid driver's license and good driving record

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