

Subject: Director of Gift Planning – Position Available

Agency: Hope Ministries
Position Description: Director of Gift Planning
Department: Development and Community Relations
Work Schedule: 8 a.m.- 4:30 p.m., M-F, and additional hours as required
Reports to: Chief Development & Community Relations Officer (CDO)
To apply send an e-mail with the subject line titled **DIRECTOR OF GIFT PLANNING** with an attached cover letter and resume to dburrier@hopeiowa.org.
Include your phone number and home address.
Provide a list of your experience and education in the specific areas of major donor solicitation and cultivation, face to face interviews and planned giving.

JOB SUMMARY

The Director of Gift Planning will provide leadership in expanding major donors and planned giving activity.

MAJOR AREAS OF RESPONSIBILITIES AND DUTIES

- Develop a comprehensive major donor program focused on acquisition, retention and increased gift revenue.
- Develop a comprehensive planned giving program focused on expectancy growth.
- Develop a comprehensive plan focused on strengthening major donor relationships through a disciplined schedule of face to face appointments.
- Monitor and measure progress and provide timely reports as requested by the CDO.
- Assist the Chief Development Officer in communicating the purpose, vision and objectives of the ministry to staff, volunteers, clients, donors, other service providers, and the community at large.
- Work in a spirit of cooperation and mutual assistance with all other staff members of Hope Ministries and its subsidiaries.
- Participate in the department's ongoing long-range strategic planning process.
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Maintain professional status and current knowledge in fund raising, estate and gift planning and major donor cultivation.
- Other duties as assigned by the Chief Development Officer.

QUALIFICATIONS

- **Spiritual Qualifications:** Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless. Must agree with Hope Ministries' Mission Statement, Core Values and Statement of Faith.
- **Education:** B.A. preferred or equivalent experience.
- **General Experience:** We are seeking a seasoned professional in the specific areas of fund raising, major gift cultivation and planned giving.
- **Specific Experience:** Demonstrated excellence in communication and writing skills, personal solicitation, prospect research, project management, proficient in Microsoft products and public speaking experience. Demonstrated proficiency with relational database applications. Ability to coordinate a program of varied activities. Ability to deal effectively with members of the public and a variety of constituencies. Practical experience in a Christian non-profit or Para church organization preferred.

David L. Burrier

Chief Development & Community Relations Officer

Hope Ministries

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