



JOB DESCRIPTION

Job Title: Director of Development

Department: Advancement

Reports to: VP of Development

Effective Date: November 1, 2021

For more than 200 years, Biblica has helped people beyond the reach of God's Word discover the love of Jesus Christ. As we push into our third century, we continue to produce relevant and reliable Scripture translations and resources that minister to people on the margins of the Gospel—the unreached, unengaged, unseen, and unwanted. Our Mission is clear: to provide the Bible in accurate, contemporary translations and formats so that more people around the world will have the opportunity to be transformed by Jesus Christ. The Bible is at the heart of Biblica's mission. We are captivated, challenged, and inspired by this extraordinary collection of books. We believe the Bible is God's truth and God's story. In everything we do, we seek to honor Christ and the everlasting Word of God. By joining the Biblica team, you'll have the opportunity to serve in a ministry that is advancing God's Kingdom to the ends of the earth. We desire to serve God by bringing our gifts, talents, and experiences together to make a difference around the world, living out the Great Commission.

Job Summary:

The Director of Development will plan and implement a development and fundraising program to secure funds for Biblica. This position will hold a portfolio of relationships and strive to understand the desire and interests of the donors and provide donors with opportunities to fulfill those desires through Biblica. This position reports to the Vice President of Development.

Supervisory Responsibilities: None.

Duties and Responsibilities:

- Collaborates with the Vice President of Development to determine the mission, purpose, and priorities of the department to support the Advancement Team's goals, objectives, and key results.
- Qualifies and classifies donor in their portfolio
- Creates funding goals for each donor in the portfolio.
- Adopts moves management system and tracks activity in Salesforce.
- Provides regular reporting for activity and anticipated outcomes.
- Creates a contact and communication plan for each donor, working to fulfill the donor's interests.
- Executes, adapts, modifies and tracks the communication and activity plan as needed.
- Signing authority of \$1,500
- Other duties as assigned

Required Skills/Abilities

- Excellent customer service skills and ability to work with a variety of constituencies both internally and externally.
- She/he must have excellent written and verbal communication skills, excellent interpersonal skills, and strong decision-making ability.
- Experience with a Customer Service Management Software: Salesforce preferred.
- Extensive knowledge of fundraising strategies and principles.
- Excellent management and supervisory skills.
- Knowledge of tax planning principles and techniques that favor charitable giving.
- Proficient in Microsoft Office Suite or similar software.



- Ability to maintain strict confidentiality which requires discretion and diplomacy.
- Detail oriented – seeks to develop and maintain a thorough knowledge of business activities.
- Good judgment and ability to work with minimal supervision within a remote team.
- Proven ability to prioritize, work independently, meet multiple tight deadlines.
- Must be a team player with a calm and flexible approach to handling pressure and stress while adapting to the needs of the team and project.
- Results-orientated: ability to handle multiple, time-sensitive projects while focusing on the quality of work delivered.
- Reasoning Skills - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and Experience

- Bachelor's degree in related field
- Five years of experience in fundraising for a nonprofit organization highly preferred.

Physical Requirements

- Able to work remotely with minimal supervision
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Ability to travel to various locations locally, regionally, and possibly globally
- The ability for up to 50% overnight travel including possible international travel.

Competencies

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement, and Statement of Faith, with no personal or professional conflicts with the Christian philosophy of Biblica
- Advanced MS Office proficiency in MS Outlook, Word, Excel and PowerPoint required.
- Experience with a CRM, preferably Salesforce
- Ability to drive and monitor project timelines and provide regular updates and communication with staff, consultants and external constituents.
- Ability to manage and prioritize workload in a self-sufficient manner.
- Proven experience with customer service or care role preferred.
- Experience or interest in non-profit fundraising.
- A team player that is proactive and flexible.

FLSA Classification

- Exempt

Salary/Hours/Benefits:

- Salary range: \$75K - \$90K. (Determined by qualifications/experience)
- 40 hours per week
- Biblica offers competitive benefits and compensation packages to Biblica employees to include but not limited to: holiday and paid-time (PTO) off, sick leave, retirement plan, etc.