



Christ Lincoln is a family working together to grow the kingdom of God. Our mission is connecting people to Christ, together growing in His Word. Each day we strive to join Jesus on His mission so that all may know Jesus!

Job Title	Director of Development
Department	Finance and Generosity
Reports To	Executive Director of Finance and Generosity
Position Level	3
Position Status	Full Time - Exempt

Job Purpose

The Director of Development is responsible for developing and executing comprehensive fundraising strategies, building and maintaining strong relationships with donors and key supporters, planning and leading fundraising efforts and campaigns, and collaborating across teams to align fundraising with ministry goals.

Duties and Responsibilities

- I. Develop and execute comprehensive fundraising strategies.
 - A. Create and implement plans for annual giving, major gifts, planned giving, and capital campaigns.
 - B. Set measurable fundraising goals aligned with Christ Lincoln's mission and priorities.
 - C. Identify and secure new funding opportunities such as grants, sponsorships, and special projects.
 - D. Monitor and analyze fundraising performance data to refine and improve strategies.
 - E. Secure funding to maintain appropriate balances for key funds, including the Benevolence Fund, Seminary Fund, Christ Lincoln Schools Scholarship Fund, Family Ministry Mission Trips, and more.
 - F. Serve as primary fundraiser for Christ Lincoln Schools.
- II. Build and maintain strong relationships with donors and key supporters
 - A. Cultivate and steward relationships with current and prospective donors.
 - B. Create and implement personalized engagement strategies, including thank-you communications, recognition efforts, and reporting.
 - C. Manage communication with donors in your portfolio to keep them informed and involved.
 - D. Coordinate engagement efforts with targeted groups such as Christ Lincoln Schools grandparents and alumni.
 - E. Maintain and expand a detailed donor database to support outreach and stewardship efforts.
- III. Plan and lead fundraising events and campaigns.
 - A. Oversee major fundraising events such as the Christ Lincoln Schools Dinner and Auction, Plant Sale, and Project Generosity.
 - B. Collaborate with staff and volunteers to plan and execute successful campaigns and events.
 - C. Recruit and manage volunteers to support events, fundraising projects, and grant writing.
 - D. Ensure all events reflect Christ Lincoln's mission and standards of excellence.
 - E. Track and evaluate event outcomes to guide future planning.

- F. Ability to work occasional evenings and weekends to support events or meet with donors outside of regular hours.
- G. Occasional local travel required.

IV. Collaborate across teams to align fundraising with ministry goals

- A. Partner with school leadership, Department Directors, the Lay Leadership Board, and ministry teams to assess needs and define fundraising priorities.
- B. Work with the Communication Team to develop effective marketing and fundraising materials.
- C. Represent Christ Lincoln in community settings and at donor meetings to build visibility and support.
- D. Provide fundraising support and guidance to staff across ministry areas.
- E. Share regular updates and outcomes with internal stakeholders to maintain alignment and transparency.

Qualifications

- I. Knowledge
 - A. Microsoft Office programs, Google Suite, Customer Relationship Management (CRM) software
 - B. Customer service principles to handle inquiries and provide assistance to others
 - C. Fundraising Best Practices
 - D. Donor stewardship principles
 - E. Grant writing and reporting fundamentals
- II. Essential Traits
 - A. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way
 - B. Reliable and consistent attendance
 - C. Positive attitude
 - D. Action oriented
 - E. Relational and proactive in engaging with donors, volunteers, and stakeholders
 - F. Commitment to excellence and upholding ethical standards
 - G. Ability to work independently or as a team
 - H. Spirit of collaboration
 - I. Commitment to continuous improvement
 - J. Flexibility and adaptability to shifting priorities or unexpected needs.
- III. Skills
 - A. Strong verbal and written communication skills
 - B. Public speaking and presentation
 - C. Effective time management and multitasking skills
 - D. Exceptional proficiency in finding solutions to challenges
 - E. Proficiency in prioritizing and organizing tasks
 - F. Strong analytical abilities to use data and metrics to drive decisions
 - G. Event coordination
- IV. Education
 - A. Bachelor's Degree in nonprofit management, business or related field required or a minimum of 6 years of fundraising experience.
 - B. Certified Fund Raising Executive (CFRE) credential preferred.

Physical Requirements

Comfortable use of a computer for extended periods, with the need to adjust monitors, keyboards, and chairs for ergonomic support. Prolonged sitting at a workstation is common. Some tasks, like typing or using a mouse, may involve repetitive motions. Manual dexterity is necessary for typing, operating computer equipment, and handling printed materials. There may be occasional lifting and



carrying of supplies, packages, and other items up to 50 lbs. Good eyesight is essential for reading documents and viewing computer screens. Adequate hearing is necessary for communication with colleagues, attending meetings, and answering phone calls. Clear verbal communication skills are important for interacting with coworkers, members or visitors. Ability to move about campus facilities, attend off-site meetings or events, and navigate a variety of settings including offices, classrooms, and event spaces.

Direct Reports

This position is not a supervisor for any staff member; however will work with some volunteer leaders in a supervisory capacity.

What We Believe

The ministry of Christ Lincoln is part of the greatest work we as followers of Jesus can do: Connecting People to Christ and Together Growing in His Word. In our efforts to bring others to find a relationship with Him, we understand we have a great responsibility to those God has entrusted to us. In that, we look to the example set by Christ Jesus himself and are called to live in the world but not of the world.

Christ Lincoln's Living A Godly Life Statement expresses how we believe we are to live based on foundational truths of Scripture. As employees of Christ Lincoln, we are leaders in our community and must align ourselves with these biblical truths. Our lives are a testament to the power of repentance and grace when we fall short and are brought back to our Savior's open arms.

In partnership together, staff must evaluate their personal beliefs against the statements as they are expectations for employees regardless of job title, responsibility level or church membership. We understand all need God's grace. We also believe that God calls our faith to walk in harmony with our actions.