



JOB TITLE: Director of Resource Development
MINISTRY: ADMINISTRATION
SUPERVISOR: Pastor / Head of Staff
FLSA STATUS: Full-time / Salaried / Exempt
WORK HOURS: Monday – Friday during regular Church office hours; some evening meetings

POSITION SUMMARY: Working under the direction of the Pastor / Head of Staff, the Director of Resource Development is responsible for advancing the ministry and mission of First Presbyterian Church of Nashville, “To know Christ, to make Him known, and to exhibit His love through worship, education and service.” The Director will focus on the development of members' financial support in the areas of annual giving, major gifts, planned giving, and endowment growth. While the Director works closely with the Church Administrator, this position is the primary staff resource member for, and provides leadership and direction to, the Generosity/Stewardship Committee and the Endowment Committee. The Director additionally provides strategy and direction to other committees and individuals involved in raising funds for the Church.

DUTIES / RESPONSIBILITIES

- Develop and implement a clear, concise, and comprehensive short-term and long-term vision for funds development within the congregation that includes measurable goal setting.
- Design and implement the Church's annual giving program, major gifts projects, and planned giving program.
- Design and coordinate a comprehensive fund-raising calendar.
- Oversee the Church's communications with members that encourage their financial support.
- Organize and manage special events that support funds development.
- Oversee processes and procedures necessary for accurate and timely compilation and reporting of funds development activities.
- Identify a focused prospect list by name and determine a strategy for cultivation, solicitation, and stewardship.
- Develop a donor privacy /confidentiality policy in conjunction with the Controller.
- With volunteers and staff, make personal calls on members who are large annual giving donors, are large major gift donors, are large planned giving participants, or have been identified as prospects for large gifts in these three areas ensuring that all parties involved adhere to the Church’s donor privacy/confidentiality policy.
- Participate in continuing education to expand knowledge of funds development strategies, techniques, and activities.
- Other related duties as assigned by Pastor / Head of Staff.

KNOWLEDGE / SKILLS

- Strong communications skills: active listening; articulate verbal; clear and persuasive writing.
- Ability to develop collaborative and warm relationships with prospects, staff, volunteers, and church members.
- Strong organizational and planning skills.
- Comprehensive knowledge of the financial, legal, and regulatory aspects of funds development.
- Ability to recruit, motivate and nurture volunteers.
- Ability to analyze, interpret and manage the Church's database for effective fundraising results.
- Analytical, computational, and technological skills consistent with managing effective and smooth-running funds development programs.

POSITION QUALIFICATIONS

EDUCATION

- Bachelor’s degree from accredited college or university; graduate degree preferred

EXPERIENCE

- An active, growing relationship with Jesus Christ. Knowledge of the bible, the Reformed tradition, and an ability to integrate the Christian faith into day-to-day work in a way that brings about the advancement of the gospel, is required.
- Commitment to the mission and work of First Presbyterian Church of Nashville.
- Minimum 5 years' prior experience in non-profit funds development, preferably church funds development. Transferable skills to be considered.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully 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 stand and to move about; to sit for extended periods of time; to talk and to listen when interfacing with staff, members of the congregation and others in-person or on the phone. Vision within normal ranges is required to read documents, file paperwork and to use the computer.

While performing the duties of this job, the employee primarily works indoors in an office setting. The noise level in the work environment is usually quiet to moderate, with frequent interruptions.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____