



Position Title: Development Director

Reports to: Executive Director

Status: Full-time exempt position

Job Summary: To ensure continuity, integrity, and honor in all donor relationships, passionately communicating the Faithful Friends story to external constituencies. The Development Director is our chief brand manager and is responsible for planning, organizing, and directing all fundraising endeavors and orchestrating communications. This includes directing a comprehensive development strategy that includes a major gifts program, planned giving, monthly giving, grants, and special events. The Director works in close collaboration with the Executive Director and Board of Directors to create and execute the annual development plan and all development endeavors.

Mission: The mission of Faithful Friends is to cultivate mentor relationships that inspire growth, resilience, and hope.

Vision: Transforming generations through the power of friendship.

Who We Are:

Faithful Friends is a faith-based organization that works with a broad range of constituencies. We pursue diversity, equity, unity, and mutuality in our relationships. We partner with the local church to identify volunteer mentors and with schools and community organizations to identify kids ages 6-9 in need of a faithful adult friend. While we only ask for a 1 year commitment, over 70% of our matches continue into a second year and nearly 50% into a third. Our goal is early-intervention and long-term relationships that change the course of individual lives, families, communities, and generations.

## Qualifications

- Must embrace the mission and values of Faithful Friends
- As a leader and representative of the Christian faith-based program, qualified candidates will be Christians
- Displays a positive attitude, shows concerns for people and community, demonstrates presence, self-confidence, and good listening skills
- Enthusiasm and boldness initiating new relationships and engaging networks
- Strong oral and written communicator
- Entrepreneurial spirit and strategic leader
- Motivated self-starter and goal driven
- Assertive, action-oriented mindset
- Thrives bringing concept to implementation (can hear/see big picture goal and develop steps to get there)
- Excels building out infrastructure, processes, and systems
- High value on responsibility and prompt follow through
- Can work independently but highly collaborative
- A Bachelor's degree preferred or equivalent combination of education, training, and experience
- 3-5 years experience in non-profit fundraising (equivalent for-profit experience will be considered)

## Job Responsibilities

### Development

- Direct all major fundraising events, campaigns, and donor appreciation and solicitation events
- Work closely with the Communications Manager to ensure brand integrity, enhancing PR, communications, and administration
- Initiate relationships and meet continually with prospective and existing donors to cultivate meaningful relationships
- Grow a major donor program including identification, cultivation, and solicitation of major donors through utilization of the Faithful Friends Case Statement
- Build the planned giving program and assist to launch the Faithful Friends brokerage account and Endowment
- Cultivate relationship with foundations, build grant calendar annually, and direct grant research, writing, and tracking
- Develop and expand monthly donor program
- Develop and maintain gift recognition programs
- Maintain accurate fundraising/donor database and systems

- Collaborate with other fundraising staff and entire Faithful Friends team
- Perform other duties as requested

#### Human Resources

- Run payroll, track vacation and sick days, process health benefits stipend
- Create and revise processes and procedures for things like expense reports, vacation/sick tracking, mileage reimbursement, etc.
- Process expense reports

#### Finance/Accounting

- Manage QuickBooks, reconcile with bank monthly
  - These tasks require oversight of Stripe, Kindful Payments, PayPal Giving Fund, Benevity Cause Portal, and occasionally other giving funds and donor advised funds.
- Track Schwab investment and Endowment accounts in QuickBooks

#### Compensation

Salary is commensurate with experience and other qualifications.

#### Application

Please submit resume and cover letter to Executive Director, Brianna Woods:

[brianna.woods@faithfulfriendspdx.org](mailto:brianna.woods@faithfulfriendspdx.org)