

# **TOMAGWA HealthCare Ministries**

## **Senior Director of Development**

**Department:** Administration

**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt

### **Position Summary:**

TOMAGWA HealthCare Ministries seeks a Senior Director of Development to provide high level strategic direction to its development, communications, and public relations activities including donor prospecting, engagement, cultivation, and stewardship activities.

The incumbent will develop, implement, and maintain TOMAGWA HealthCare Ministries' fundraising program and strategies, in conjunction with the CEO and Board of Directors. Job duties also include reviewing annual organizational budgetary needs and developing and implementing sources of funds to meet those needs. He or she will also represent TOMAGWA in various community and corporate environments promoting the mission, vision, and values.

The ideal candidate will bring his or her own ideas and vision for creating highly successful programs that elevate TOMAGWA's presence, and will work with a passionate, mission-oriented staff, in a collaborative environment, to develop, execute and achieve ambitious fundraising goals.

The Senior Director of Development will be an imaginative, dynamic, development professional with a passion for the TOMAGWA mission. He or she will be energetic, of the highest integrity and possess sound judgement. The ideal candidate will possess the ability to direct supervisor for all staff associated with the Development Department.

**CHARACTERISTICS:** Christian leader, Creative, Enthusiastic, Outgoing, Professional, High integrity, Self motivated, Self disciplined, Works independently, Works well with a team, Enjoys a challenge, Innovative, Tactful, Confident, Diplomatic, Organized, Multi-task oriented, Passionate about TOMAGWA's mission, vision, values, and history.

### **ESSENTIAL FUNCTIONS:**

#### **Key Responsibility Area:** Board Relations

1. Ensures that the BOD is trained and educated in the sustainability process.
2. Provides update to the BOD for all fundraising programs and strategies.
3. Secures support from BOD to maintain relationships with donors and stakeholders.
4. Attends the Board Development and Finance Committee meetings.

#### **Key Responsibility Area:** Financial Management

1. Oversight of donor acknowledgement process to ensure timely and accurate responses to all donations.
2. Plans and executes annual giving campaign.
3. Submit and manage development budget annually.
4. Works with CEO in grant writing, submission, follow-up, and reporting.

#### **Key Responsibility Area:** Public Relations/Community Relations

1. Develop and maintain media partnerships, publish monthly press releases and or blog post on center updates and patient stories.
2. Acts as the organization liaison with sustainability partners and ensures that appropriate team members are trained and educated in the process.
3. Develops and maintains relationships with all donors; individual, businesses, corporate, major gifts, etc.

4. Develops and maintains partnerships with businesses/corporations in the community.
5. Develops and manages marketing efforts through the website, newsletters, brochures, and any presentation boards or projects.
6. Coordinates attendance and involvement in all available community marketing events.
7. Responsible for oversight of all community presentations.
8. Maintains oversight of tours of the facility to existing donors, potential donors, and groups.
9. Serves as staff liaison for the Board of Directors Communications Committee.

**Key Responsibility Area:** Administration

1. Trains and supervises all staff in the development program(s).
2. Assist CEO in facilitating meetings with staff and in the community when necessary.
3. Regularly attend staff meetings and functions.
4. Regularly report to the CEO and Board of Directors on progress and activities of the Development Department.
5. Participate in professional development activities to enhance individual and the team's knowledge and skills in relationship to fundraising, marketing, and development of the organization.

**Key Responsibility Area:** Fundraising/Program

1. Develop annual goals and objectives for the Development Department.
2. Develops and held responsible for all fundraising programs and strategies.
3. Responsible for grant writing and management
4. Oversee the cultivation and solicitation of selected major gift prospects and Tier 1 donors and actively participate in donor cultivation and stewardship
5. Coordinates with TOAMGWA team members as needed to help drive data accuracy in donor communications as appropriate
6. Oversee special major gifts and Tier 1 fund development projects
7. As needed, creates proposals, presentations, correspondence or face-to-face meetings with Top Tier donors.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effectively interacts with donors and fundraising volunteers as well as stakeholders and community leaders.
- Ability to manage difficult or complex situations and/or people with tact, confidence, and diplomacy.
- Ability to travel to meet with donors and prospective donors throughout Houston and to travel throughout the region for other business meetings and conferences.
- Excellent writing and computer skills needed. Proficient in all Microsoft Office programs.
- Effective oral and written communication skills.
- Strong organizational skills and detail focused.
- Self starter who can work independently, as well as be a team player.
- Can operate in a changing environment, following timelines, and meeting deadlines.
- Ability to attend evening and weekend donor functions.

**Fundamental Skills:** To effectively manage employees, The Sr. Director of Development should have certain hard and soft skills, including:

**Competencies:** To perform the job successfully, an individual should demonstrate the following:

**Business Acumen** - Aligns work with strategic goals. Conducts cost-benefit analyses. Understands business implications of decisions.

**Business Ethics** - Inspires the trust of others. Keeps commitments. Treats people with respect. Upholds organizational values. Works ethically and with integrity.

**Strategic Thinking** - Adapts strategy to changing conditions. Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses.

**Visionary Leadership** - Acts in accordance with vision. Communicates vision and gains commitment. Creates a clear, compelling vision. Displays passion and optimism. Mobilizes others to fulfill the vision.

**Standards of Service:**

1. Serves as an advocate for our patients.
2. Serves as an example to staff.
3. Maintains an attitude of helpfulness and compassion in all situations.
4. Exercises cultural sensitivity.
5. Performs assigned tasks with organization, accuracy, and efficiency.
6. Protects company assets.
7. Portrays professional appearance with adherence to professional dress standards.
8. Maintains well-kept and tidy surroundings.
9. Communicates in a prompt, precise and positive manner.
10. Follows appropriate chain of command.
11. Uses sound judgment when making decisions.
12. Demonstrates professionalism and tact when managing conflict or stressful situations.
13. Steps in to help TOMAGWA teammates when needed to provide excellent care for patients.

**Education/Experience:** Bachelor's degree in related field with a minimum 3 years of previous development experience is required.

**Language Ability:** Read, analyze, and interpret complex documents. Respond effectively to sensitive inquiries. Make persuasive presentations on complex topics to management, public groups and/or Boards of Directors.

**Reasoning Ability:** Apply logical thinking to a wide range of intellectual and practical problems.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office, including Outlook, Word, Excel and PowerPoint. Advanced experience in donor relations software management, Blackbaud Raiser's Edge a plus.

**Certificates and Licenses:** None. CFRE a plus.

**Supervisory Responsibilities:** Development and Marketing staff.

**Travel and Standard Work Schedule:** Standard hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. This position is sometime responsible for working hours outside of the standard work schedule. Some travel may be required.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 sit and talk or hear. The employee is frequently required to use hands for dexterity, to handle or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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ACKNOWLEDGED: Supervisor/Manager Signature

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Date

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ACKNOWLEDGED: Employee Signature

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Date

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EMPLOYEE NAME: Print