



Expanded Search for Director of Development

Needle's Eye Ministries, in its thirty-second year as an inter-denominational Christian outreach to the men and women of Richmond's marketplace, seeks a full-time Director of Development. We currently have a permanent staff of six and an annual budget of \$465,000 which will increase by 45% over the next twelve months. The mission of Needle's Eye is: Connecting business and professional men and women to life-changing faith in Jesus—encouraging them to impact our community with His values, ethics and love.

Initial Position Profile and Functions

- This person must be a committed Christian, understand the mission and purpose of Needle's Eye Ministries and accept a funding philosophy that is consistent with the ministry.
- This person will be a college graduate and have a minimum of three to five years experience in a similar capacity with a non-profit organization.
- This person will be a full-time employee and will be the primary individual responsible for raising funds to support the annual general operating budget. Our constituencies are: individuals, businesses, churches, foundations. Major gifts are vital and must be increased as does our planned giving component. Support and management of our "Bridge Builders" (\$1,000+) is critical as is significantly increasing our donor base. Seeking new grants and managing proposals of existing ones will also be important.
- This person must have impeccable integrity and exceptional written and verbal skills. Minimum computer skills will include proficiency in MS Office Professional, internet research and database management (knowledge of FileMaker is a plus).
- This individual should be able to communicate with a variety of individuals and committees, from potential donors to Boards of Directors, etc.
- It is imperative that the Director of Development understand the critical and special role of "the volunteer".
- This individual should be familiar with the typical research sources available in order to help determine one's "giving capacity".
- Coming off a successful Capital Campaign of \$2.85 million, the emphasis now must be on transitioning Capital Campaign donors to become supporters of the general operating need. However, in the future, should any unusual Development needs/opportunities arise, such as another Capital Campaign or a special planned giving emphasis, this person will be responsible for those efforts.

- This person will also be responsible for marketing and public relations which will include the development page on our website, community relations functions and any fund raising events.
- Administrative duties will include preparation and management of appropriate budget categories and co-supervision of an administrative support person.
- Ongoing learning and professional development education will be considered important for this position.
- This individual will report to the Executive Director.

If interested, please submit a resume with personal, as well as professional references, to the attention of Erin Thomas (ethomas@needleseye.org).

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