



Bridging the gap between faith and work®

Position Description

Job Title: Development Director

Reports To: President

Job Summary

WorkMatters was founded in 2003 as a non-profit 501(c)3 marketplace ministry focused on bridging the gap between Christian faith and work.

The Development Director is responsible for the development and coordination of a comprehensive program to grow WorkMatters' funding to the next level. This position will have focused efforts in the areas of individual and corporate funding asks, annual fundraising events and other special events.

Responsibilities

1. Develop and implement, under the direction of the President, a comprehensive annual development plan that includes special events, personal contacts and other fundraising campaigns for WorkMatters.
2. Coordinate all activities involved in the planning and implementation of all fundraising events, including annual Leadercast. This includes but is not limited to contacting sponsors and supporters, working with board and staff committees, recruiting and organizing volunteer workers, and developing public relations to publicize the event.
3. Investigate and recommend to the President and WorkMatters Board of Directors new ideas, techniques and programs which could improve fundraising campaigns, marketing programs and other aspects of the organization.
4. Coordinate all digital and printed communication with donors, prospects and other suggested individuals and businesses including newsletters, emails, brochures, and appeal letters.
5. Develop and maintain a donor database of information on all donors. Assisting the President in developing criteria for placing prospects on the contact list. Log all incoming monthly, yearly and one-time donations, and ensure that proper notification is made. Send thank-you notes to all contributors. Nurture donors intentionally. Maintain proper records required by the auditor.
6. Create and implement a Grant funding program. Determine appropriate targets, develop relationships, complete grant writing process, (or outsource) and secure new sources of funds for WorkMatters.

Education and/or Experience

Bachelors' Degree required. Experience in fundraising, public relations, marketing, or communications field. Minimum of two to three years of experience working with non-profit organization in specific fundraising role. Candidate must be passionate about helping us fulfill our mission through pursuing excellence in their role.

Other Skills and Abilities

Must exhibit an understanding and agreement with the mission of WorkMatters and a desire to become involved with and positively promote the organization. The ability to structure activities in a productive and efficient manner and the skills to establish measurable goals, objectives, and to set priorities. Must be highly organized, self-disciplined and self-motivated. Ability to relate well to individuals on a one-to-one or group basis. Must have excellent written and oral communication skills and public speaking abilities.

Working Relationships

Daily contact with the WorkMatters President, staff and volunteers. Weekly meetings, visits and other fundraising activities with existing or potential WorkMatters donors. Regular contact with WorkMatters board members and other community volunteers.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk; stand; sit; use hands; reach with hands and arms; balance; stoop; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Apply

Please email your resume and cover letter to info@workmatters.org. Applicants selected for an interview will be contacted by WorkMatters.

Contact Information:

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