



# The Salvation Army

## KWM Division

### JOB DESCRIPTION

**TITLE:** Director of Development

**LOCATION:** South Central Area Command – Wichita, KS

**CLASSIFICATION:** Full Time; exempt

**REPORTS TO:** South Central Area Commander

**LIAISES WITH:** Divisional Executive Director of Development

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**The Salvation Army Mission:** The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Job Objective:** Provide development, fundraising and public relations leadership to the South Central Area Command (SCAC) of The Salvation Army Kansas & Western Missouri Division. Provide business intelligence to the Area Commanders and divisional leadership with the objective to increase stakeholder engagement within SCAC, and to provide strategic planning that leads to increased revenue for operations, program, capital, and special projects. Work collaboratively with the Divisional Development Director and Team.

**Essential Functions:**

- Develop annual fundraising plan, measure progress toward meeting development goals, and measure fundraising progress, and manage revisions
- Manage donor portfolio of 50 donors; implement strategies to form strong relationships with donors and keep them informed on how their financial contribution is being utilized; meet prospective donors and supporters on a continual basis to establish effective communications with them; coordinate with Divisional Major Gifts and Planned Giving Directors to solicit blended gifts
- Take advantage of community relations, speaking engagements, fundraising events, and communication tools like newsletters and social media platforms to reach donors and sponsors
- Coordinate and prepare materials for a variety of potential donor presentations; work with Divisional staff to create materials
- Manage the research and writing of grants to assure maximum effectiveness

- Develop and maintain gift recognition programs and manage staff to assure they are completed successfully
- Maintain up to date information on current trends and practices in the development field
- Manage special events including implementation, budget, timeline, duties, and goals
- Attend monthly Advisory Board and Development Committee meetings; provide monthly and requested reports
- Participate in weekly SCAC Finance Committee, Management Team, and Divisional Headquarters Development Team meetings and other meetings as directed
- Maintain donor records in donor database
- Prepare reports and analysis of data as requested by the SCAC or DHQ.
- All other duties as assigned

**Minimum Qualifications:**

Education: Bachelor's degree in Community Relations, Marketing, Non-Profit Management, or related field

Experience: Minimum five years of fundraising experience; evidence of having written annual agency fundraising plans; evidence of event planning and implementation; minimum three years' experience in supervision of professional staff; Salesforce experience preferred

Certifications/Licenses: None

Skills/Abilities:

- Personally represent the ethical standards of The Salvation Army within the community
- Excellent interpersonal skills
- Work as part of a team within a culturally diverse environment
- Foster an environment of cooperation and teamwork
- Computer skills including Microsoft Office and the ability to learn software for donor information
- Analyze data for trends
- Written and verbal communication skills
- Sense of humor

**Supervisory Responsibility:** Development Coordinator and the Public Relations and Media Specialist

**Physical Requirements:** Include sitting; climbing and/or balancing; stooping, kneeling, bending, stretching, crouching and/or crawling; standing; walking; manual dexterity and eye-hand coordination; use of vision; driving a vehicle; pushing/pulling/lifting/carrying 25 pounds; traveling by airplane; both outdoor and indoor navigation of settings, and standing and/or walking up to 12 hours per day. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job.

**Mental Demands:**

- Work under stressful conditions

- Interact with others with courtesy and tact
- Manage and prioritize multiple projects in an organized and efficient manner to meet tight deadlines
- Respond to crisis situations in a calm and effective manner
- Complete projects on schedule
- Maintain confidentiality
- Maintain regular and punctual work attendance

**Communication Demands:**

The position requires: professionally communicating verbally with co-workers, other departments and program staff, clients, vendors, donors, volunteers, board members, philanthropic decision-makers, and officers; written communication; talking on the telephone; responding to written or verbal requests; training/giving verbal and written instructions; receiving verbal and written instructions; writing/composing written language; reading; visiting/working at other worksites and non-worksites locations; communication via the latest technologies.

**Travel:** Occasional travel throughout division and territory, average 1 week/month

**Driving:** Driving is required. Must possess a valid driver's license from the state in which you reside. Must be approved through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

**Working Conditions:** Work is performed in a typical office environment. However, the office is located in a service center and this position may interact with clients who have substance use issues or mental health issues occasionally. Clients may not always be appropriate in language or conversation. They may lack social skills.

**All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.**

**The Salvation Army is an equal opportunity employer. Candidates who are back-to-work, US Veterans, people with disabilities, people who have been impacted by the justice system, and/or people without a college degree are encouraged to apply.**