

JOB DESCRIPTION FOR AFLC VICE PRESIDENT OF DEVELOPMENT

SUPERVISION

This is a full-time, exempt position under the direct supervision of the AFLC President. In addition, the AFLC Foundation Board of Trustees will provide advice and consent to matters pertaining to goals, strategy, budget, and staffing.

POSITION SUMMARY

Through a partner-centric ministry of fundraising, and consistent, ongoing prayer, the VP of Development will create and implement the development strategy, oversee team building, create the case for support, and provide opportunities to giving partners for the purpose of raising funds and other forms of support from individuals, churches, selected foundations, and businesses that have capacity to make significant gifts to the ministry of the AFLC. The VP will build mutually beneficial relationships with partners and potential partners, utilizing God-honoring practices that encourage Biblical stewardship.

The purpose of the VP of Development is to enable partners to fulfill their stewardship calling as they fund the continuing ministry and growth of God's Kingdom through the ministries of the AFLC. God has called His children to whole life stewardship and generous giving, in view of God's extravagance toward His children. The VP will ground his or her work in these Gospel truths to encourage each partner in their faith.

DEPARTMENT VISION

The vision of the Development Department is that through prayer and the consistent application of God honoring fund raising practice, the ministry will continue to grow, providing an ever-expanding source of funding for ministry. Ultimately, the department will produce an ever-increasing benchmark each fiscal year in current support. This includes annual gift support as well as income resulting from non-cash or in-kind gifts, etc.

DUTIES

- In collaboration with the AFLC President, establishes development strategies, creates and implements an annual development department plan, and oversees the implementation of all fundraising efforts and efforts for cultivating partners.
- Oversees all internal development and communication functions and serves as the primary point of contact for external development opportunities for AFLC ministries.
- Articulate effectively the vision, mission, identity, services and funding needs of the AFLC to selected individuals and churches, as well as approved foundations and businesses to build partnerships.
- Raise funds with the AFLC's giving partners by utilizing the moves management, cultivation cycle (identify, research, communicate, involve, ask, thank, report).
- Oversee production of all internal and external communication ensuring a focus on the Theology of Giving, quality, accuracy, and effectiveness and using multiple communications streams to best target the audience.
- Research, identify, and cultivate new potential partners to ensure growth in ministry support.
- Prepare proposals and make presentations to potential partners. Work closely with donors to help satisfy their charitable goals while complying with IRS requirements, the Theology of Giving, and AFLC acceptance guidelines.
- Articulate effectively the department's Theology of Giving that ministers to the partner and helps them to recognize and fulfill their role as stewards of God's resources.

- Connect giving partners with other professionals who can advise them how to best steward their resources to meet their giving goals.
- Work with the AFLC President building relationships with the top 20 to 25 Major Giving Partners.
- Meet or exceed annual goals for new partner acquisition, partner retention, dollars raised, and referrals to the Planned Giving Program.
- Develop collaborative relationships and collaborative development efforts with other development staff from other AFLC ministries.
- Maintain healthy working relationships with the directors of the various AFLC ministries, and facilitate connecting donors with the AFLC ministries they have donated to.
- Participate in various AFLC events and conferences.
- Utilize Raiser's Edge software to track interactions with giving partners.
- Create standard operating procedures and performance expectations for the development department.
- Supervise, train, mentor, coach, and correct as needed, all employees in the Development Department.
- Complete annual formal employee performance appraisals
- Provide ongoing performance feedback and direction to development staff.
- Educate and empower staff to enhance their effectiveness in development activities.
- On a monthly basis provide detailed reports to the President and Foundation Board of Trustees, and a summary report to each AFLC Ministry Board.
- Participate in continuing education opportunities, including one week of dedicated education annually, and other lower-commitment opportunities as they come up.
- It is anticipated the VP will work with a case load of around 200 giving partners.

QUALIFICATIONS

- Have a personal relationship with the Lord Jesus Christ and exemplifies that relationship. Embraces the truth that everything belongs to God and He has provided everything we need in the person and work of Jesus Christ.
- Share a Biblical understanding that is consistent with the AFLC.
- Experience in, and knowledge of, the AFLC and understand its unique structure, or a willingness to learn the history, structure, and culture of the AFLC.
- Possess above average communication, listening, and presentation skills, understanding that it must be the Holy Spirit who moves the human heart. The VP must have a pleasant and outgoing demeanor and a neat and appropriate appearance.
- Displays humility and servant leadership with an exceptional ability and sincere desire to serve our giving partners, according to their Spirit-wrought desires.
- Seeks to be innovative and adaptable to improve ministry efficiency and effectiveness.
- Possess a thorough understanding of the principles of development and fundraising in the not-for-profit setting.
- College degree or equivalent experience. Advanced degree or certification in fundraising, planned giving, or related field is a plus. Certified Fund Raising Executive is Preferred, commitment to obtain CFRE within 5 years or less of employment is expected.
- Possess a minimum of 5 years of successful fundraising experience in the not-for-profit setting, preferably for a Christian ministry
- Experience building and leading a high functioning, collaborative, accountable team.
- The VP of Development needs to be prepared to spend up to 50% of their time traveling domestically.