

**Position Description for DEVELOPMENT OFFICER**  
**Association of Free Lutheran Congregations – Development Department**

**SUPERVISION**

This position is under the direct supervision of the AFLC Vice President of Development. The Vice President of Development reports to the President of the AFLC.

**POSITION SUMMARY**

Through a stewardship focused ministry of fundraising and consistent, ongoing prayer, the Development Officer raises funds and other forms of support from individuals, churches, selected foundations, and businesses that have capacity to make significant gifts to this work. The Development Officer will build mutually beneficial relationships with partners and potential partners, utilizing God-honoring practices that encourage Biblical stewardship. The Development Officer will work within the specific territory or constituency identified by the Vice President of Development.

The purpose of the Development Officer is to enable partners to fulfill their stewardship calling as they fund the continuing ministry and growth of the AFLC. As a result of the partnership developed between the partner and the Ministry, the Scriptures will effectively be used, bringing a host of people into a relationship with Jesus Christ and His church.

**POSITION VISION**

The vision of the Development Officer is that through prayer and the consistent application of God-honoring fundraising practices, the ministry will continue to grow, providing an ever-expanding source of funding for ministry. Ultimately, the territory 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, estate settlements, annuities, etc.

**DUTIES**

- 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 in order to build partnerships.
- Raise funds for the work of the AFLC by utilizing the moves management cultivation cycle (identify, research, communicate, involve, ask, thank, report) in working with partners.
- Articulate effectively a “stewardship theology” that minister to the partner and helps them to recognize and fulfill their role as stewards of God’s goods.
- Meet or exceed the performance standards as personalized in performance measures. This includes meeting annual goals, new partner acquisition, partner retention, and referrals to recipient corporations of the AFLC.
- Work within the annual strategic plan for cultivating partners in accordance with the performance measures.
- Identify and follow-up on opportunities to present the AFLC to new potential partners to ensure growth in ministry support.

**DUTIES CONTINUED**

- Cultivate, communicate, and collaborate with the Directors of the various AFLC Corporations and related ministries.
- Inform donors of possible partners who can advise them, as appropriate, including estate planning opportunities.
- Displays competency in the core competencies necessary to fulfill the position:
  1. Ability to communicate clearly and effectively the mission, vision and daily ministry of the AFLC.
  2. Ability to discern donor interest and capacity and present a vision of ministry that matches their interests and capacity.
  3. Ability to cultivate relationships with partners that lead to increasing levels of interest, involvement and investment.
  4. Ability to articulate clear, direct requests for financial support.
  5. Ability to request and encourage referrals from current partners that will lead to new partner involvement and investment in ministry.
  6. Ability to manage partners across a large geographic territory.
- Participate in approved public events, AFLC conferences, marketing/PR, and other opportunities to expand the AFLC opportunities for gifts.
- Maintain administrative duties to ensure proper use and confidentiality of tools, materials and information.
- Provide essential communication of information between the Development Officer, Vice President of Development, Corporations and Headquarters staff.
- Office maintenance to ensure proper use of confidentiality of tools, materials and information.
- The Development Officer looks for ways to be innovative and adaptable in order for the AFLC's ministry to improve its efficiency and effectiveness.

## **QUALIFICATIONS**

- Have a personal relationship with the Lord Jesus Christ and exemplifies that relationship. The realization that the AFLC belongs to God and that the most important thing is that the world needs Jesus.
- Possess above average communications, persuasion, listening and presentation skills, understand that it must be the Holy Spirit who moves the human heart. The Development Officer must have a pleasant and outgoing demeanor and a neat and appropriate appearance. Experience working with churches in the AFLC and evangelical community and has an understanding of the AFLC fundraising within the ministries.
- Displays humility and servant leadership with an exceptional ability to understand the passion and heart of the partner.
- College degree or equivalent experience.
- Possess a minimum of 5 years of successful related experience.
- Development Officer must be prepared to spend 50%-60% of the job traveling the entire AFLC territory.