



**Job Description:** Development Specialist for Jackson County (Friendraiser)

**Position Objective:** To promote the mission and message of Clarity through personal contacts, public appearances and fundraising events in a way that maintains and expands philanthropic support of the ministry to meet funding needs.

**Report to:** Development Director

**Profile:**

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibits a strong commitment and dedication to the pro-life position and sexual purity
- Agrees without reservation to the Statement of Principle, Statement of Faith and Clarity policies
- Exhibits strong skills in written and oral communication
- Exhibits excellent organizational skills and the ability to multitask
- Possesses the ability to work well with others, especially strong in collaborative skills
- Self-motivated, dependable, responsible and able to establish priorities
- Able to carry out responsibilities with little or no supervision

**Responsibilities:**

1. *Work with the Executive Director, Development Director, other development team personnel and board members to implement the annual fundraising calendar.*
  - Promote (and attend) fundraising and outreach events within the local communities, including but not necessarily limited to banquets, golf outings, #GivingTuesday, etc. This includes:
    - Secure corporate sponsors for annual fundraising events (banquets and golf scramble)
    - Secure table hosts for banquets
    - Secure captains for the golf scramble
  - Work with Administrative Assistant and local churches to coordinate baby bottle campaigns
  - Solicit year end gifts from ministry partners in collaboration with the board of directors, Development Director and the Executive Director
2. *Develop and maintain strong working relationships with key contacts within the community; this includes businesses, civic groups, churches, and*

*philanthropic prospects; identify potential fundraising opportunities within these groups and recommend a course of action for entering these markets*

- 3. Represent Clarity in churches, civic organizations and other public forums to enhance development efforts of the ministry*
- 4. Identify and suggest potential volunteers and board members to appropriate department leaders*
- 5. Promote ministry programs (ie. Abstinence and Abortion Recovery) within the community in coordination with program leaders*
- 6. Organize (in conjunction with Event Coordinator) regional events and volunteer personnel management as needed (ie. Advocacy Teams and Ambassador meetings)*
- 7. Initiate, develop and cultivate relationships with current and potential donors in collaboration with the board of directors, Development Director and the Executive Director*
- 8. Develop and maintain a working knowledge of DonorPerfect.com, and regularly provide updated donor and prospect information for the system*
- 9. Coordinate Clarity's Ambassador program*
  - Recruit and train new ambassadors in coordination with the development team*
  - Keep in regular communication with ambassadors via monthly newsletter, emails, phone calls, notes of encouragement, etc., equipping them to communicate Clarity's work to their congregations*

**Compensation (Time Commitment):** Salaried (Part-time, approximately 20 hours per week)

*The Development Specialist will receive a yearly written and oral evaluation by the Development Director.*