



Job Description: Development Specialist

Position Objective: To promote the mission and message of Clarity of Central Indiana 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:
 - Securing corporate sponsors for annual fundraising events (banquets and golf scramble)
 - Securing table hosts for banquets
 - Securing captains for the golf scramble
 - Work with Church Liaison and local churches to coordinate baby bottle campaigns
 - Solicit 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. *Initiate, develop and cultivate relationships with current and potential donors in collaboration with the board of directors, Development Director and the Executive Director*
4. *Represent/promote Clarity in churches, civic organizations and the community to enhance development efforts of the ministry*
5. *Assist with annual events (banquets, Golf Challenge, etc)*
6. *Oversee Advocacy Team & its meetings*
7. *Develop and maintain a working knowledge of donor database, and provide updated donor and prospect information for the system*

Compensation (Time Commitment): Hourly (Average 16 hours per week)

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