



## **Baptist Community Ministries Job Description – Director of Development**

### **Vision:**

Baptist Community Ministries is committed to the development of a healthy community offering a wholesome quality of life to its residents and to improving the physical, mental and spiritual health of the individuals we serve.

### **Mission:**

In response to the love of God revealed in Jesus Christ and in keeping with our Baptist heritage, Baptist Community Ministries (BCM) invests its human capital and financial resources in the five-parish greater New Orleans region. BCM uses the ways and means set forth below towards achieving its Vision:

- **Philanthropy** – identify ideas and partner organizations that address critical community needs in the areas of Health, Education, Public Safety and Governmental Oversight; support these ideas and partner organizations with financial grants and expert consultation
- **Chaplaincy Services** – identify partner organizations that will benefit by offering pastoral care services to their staff and the individuals they serve; deploy professionally trained chaplains to provide pastoral care in these organizations
- **Congregational Wellness** – identify partner congregations that will benefit by offering wellness ministries to their faith communities; train volunteer registered nurses and lay health advocates to establish and maintain these wellness ministries

### **Values:**

Baptist Community Ministries is a faith-based Christian organization that:

- Shows unconditional acceptance and compassion to those we serve
- Has reverence for the dignity of each person and the cultural diversity of the community
- Demands responsible stewardship of its charitable assets
- Commits to being accountable to the community

## **Corporate Profile:**

Baptist Community Ministries (BCM) is a faith-based health conversion foundation committed to improving the physical, mental, spiritual and social lives of people living in the greater New Orleans region. From our founding as Southern Baptist Hospital in 1924, to the merger and sale of two hospitals and our conversion to a private foundation, our work touches lives in many ways - through grantmaking to nonprofit organizations and charities, and through direct services in settings such as hospitals, churches, and other community institutions. With over \$300 million in assets today and a 2017-2018 operating budget of \$14.4 million, BCM plays a key role in local philanthropy. Go to our website to learn more about the work of BCM – [www.bcm.org](http://www.bcm.org).

## **Position Summary:**

The Director of Development (DD) will report directly to the President & CEO (CEO). The Vision, Mission and Values of BCM will be the exemplar the DD uses as a minimum standard for carrying out the duties of this position. The DD is responsible for creating and implementing a strategic approach to fund development. This will include a focus on major gifts, annual giving, planned giving, fundraising events and grant seeking. The DD will design a plan to develop key external alliances by cultivating individual and philanthropic support. Key elements of this plan will be to work with volunteer Trustees and senior staff to increase BCM's visibility, impact and, of course, financial resources. It is important that the DD takes the lead to institutionalize fund development within the organization.

## **Principal Duties and Responsibilities:**

### Strategic Planning:

- Collaborate with the Board of Trustees and CEO to create a fund development plan which increases revenue to support the strategic direction of BCM;
- Implement the fund development plan in accordance with ethical fundraising principles;
- Establish performance measures to be used to evaluate the effectiveness of the fund development plan;
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved; and
- Monitor trends in the community and adapt fundraising strategies as necessary.

### Fund Development Activities:

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner;
- Develop a balanced funding mix of donor sources and solicitation programs tailored to the needs of BCM that will enable it to attract, retain and motivate donors;

- Develop policies and procedures for the fund development department which reflect ethical fundraising practices and ensures compliance with all relevant regulations and laws;
- Prepare and submit grant applications as outlined in the fund development plan to generate funds for BCM;
- Oversee the planning and execution of special fundraising events as specified in the fund development plan to generate funds for BCM;
- Identify and develop corporate, community and individual prospects for BCM's fundraising priorities;
- Identify opportunities for Board members, the CEO and other key staff to cultivate and solicit charitable gifts;
- Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information; and
- Develop and manage an annual budget for the fund development program.

Promote BCM:

- Foster an understanding of philanthropy within BCM;
- Develop a comprehensive communication plan to promote BCM to its donors and maximize public awareness of the fundraising activities of BCM;
- Coordinate the design, printing and distribution of marketing materials for development efforts; and
- Build relationships with community stakeholders to advance the Mission and fundraising goals of BCM.

**Supervision – Direct Reports:**

- None.

**Core Competencies:**

- Strong commitment to the Vision, Mission, and Values of BCM
- Proven track record of success in managing a fund development program and achieving revenue goals;
- Demonstrated knowledge and skill with all major aspects of fundraising, including:
  1. Personal solicitation and movers management
  2. Major gift solicitation
  3. Donor stewardship and retention
  4. Online and mail-based fundraising
  5. Planned gift development
  6. Grant seeking and reporting
  7. Corporate sponsorships and cause-based marketing
- Strong leadership and personal relationship-building skills
- Skilled at building rapport and strong working relationships both inside and outside of BCM

- Excellent communication skills with an ability to write and speak clearly and persuasively
- Strong public speaking skills

**Qualifications:**

- Minimum of a BA or BS, ideally with an MBA, or related advanced degree
- Minimum of five years of professional experience in a senior fund development position
- CFRE designation a plus, but not mandatory
- Demonstrated knowledge of professional fundraising ethics
- Skilled in using Microsoft Office software, including Word, Excel, PowerPoint and Outlook; familiarity with a donor database software a plus
- Prior nonprofit experience, ideally with a private foundation
- Significant experience working with Boards and Committees
- Reside in BCM's five-parish service area: Orleans, Jefferson, Plaquemines, St. Bernard and St. Tammany

**Interested candidates should email their resume along with a cover letter to [jobpostings@bcm.org](mailto:jobpostings@bcm.org). Applications will be accepted through January 31, 2018.**