

# HOPE PREGNANCY CLINIC

## DEVELOPMENT DIRECTOR JOB DESCRIPTION

**Position objective:** The Development Director is responsible for building quality partnering relationships with individuals and organizations in the community to directly benefit the ministry of Hope Pregnancy Clinic.

**Reports to:** The Executive Director

**Qualifications:** The Development Director will:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as their Lord and Savior;
- Be a committed member of a local church congregation;
- Exhibit a strong commitment and dedication to the sanctity of all human life;
- Agree with and uphold the HPC Statement of Faith, Mission Statement, Statement of Purpose and all other HPC General Ministry Policies;
- Be able to respect and keep all information confidential;
- Exhibit exemplary skills in interpersonal communication, writing and public speaking;
- Have experience in marketing, fundraising, public relations or program development;
- Be able to provide spiritual leadership, discipleship and support to volunteers and other staff members;
- Be able to carry out responsibilities with little or no supervision and work as a team player; be able to help formulate and carry out strategic plans;
- Have a professional attitude and appearance;
- Have proficiency in Word, social media, and related software applications;
- Have the ability to work a flexible schedule, including some evening and weekend hours;

**Major Responsibilities:** The Development Director will be responsible to:

- Promote, at every opportunity, Hope's vision of becoming the preferred resource for the woman facing an unplanned pregnancy;
- Actively engage daily in one-on-one fundraising opportunities with business leaders, pastors and other individuals.
- Develop and maintain productive relationships with individuals in churches, schools, businesses and other community organizations;
- Lead in scheduling and making presentations at Hope Tours, churches, schools, and other community organizations;
- Network and establish key relationships with the leadership of like-minded non-profits in the Salem area.
- Participate in community-based activities that promote the work of Hope Pregnancy Clinic;
- Contribute to the writing and publishing of various communication items such as prayer blasts, promotional brochures, newsletters, e-news and direct mail solicitations;
- Develop and manage all social media communications;
- Utilize our donor software to track community contacts and results;