MINISTRY DESCRIPTION

Title: Partner Development Director
Department: Development
Reports to: VP – Partner Development

Schedule: Regular, Full-time
FLSA: Exempt

Ministry Function:
The Partner Development Director assists the development team in cultivating purposeful relationships with a network of high-capacity donors who give major gifts in support of Convoy of Hope's programs and ministry.

Essential Duties and Responsibilities:

1. Nurture relationships with existing major individual donors through personal contact, emails, letters, and phone calls.
2. Identify and cultivate relationship with new high capacity donor prospects.
3. Research existing mid-level donors, identify those with the potential to become major donors and through relationship increase their giving levels.
4. Recruit major donor prospects for participation at special events and vision trips.
5. Assist with special events designed to generate new relationships for Convoy of Hope.
6. All other duties as assigned.

Required, Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. Previous experience in major gift fundraising preferred.
3. Excellent interpersonal communication skills and ability to quickly build rapport with a variety of constituencies.
4. Strong verbal skills to share the vision of Convoy of Hope and to motivate donors to action.
5. Strong problem-solving skills and ability to remain calm under pressure, maintain tact in difficult situations.
6. Strong organizational skills, ability to be detail oriented and to follow through.
7. Ability to manage quotas and deadlines.
8. Ability to use a PC and software programs, including, but not limited to Microsoft Office applications.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Supervisory Responsibilities:
There are no current supervisory responsibilities.

Created: November 4, 2013
Updated: February 18, 2016