



**Announcement for Job Position Opening  
Disciples Church Extension Fund  
DIRECTOR OF DEVELOPMENT**

**Mission Statement:**

Disciples Church Extension Fund (DCEF) inspires and empowers congregations to create Holy Places where people connect with God, each other, and the community.

Disciples Church Extension Fund is one of the General Units for the Christian Church (Disciples of Christ).

**Description:**

The Director of Development strategically leads DCEF's Development efforts to enhance and sustain philanthropic support for the ministry, through donor identification, cultivation, and stewardship. The Director of Development leads the Development Team and works with the leadership of Disciples Church Extension Fund and New Church Ministry to identify areas for support and to develop key-messaging for DCEF's donor audience. The Director of Development will report to the Vice President of Services.

**Essential Duties and Responsibilities include the following:**

- Provides strategic leadership for the Development effort in support of Disciples Church Extension Fund's mission, inclusive of New Church Ministry; stays current with industry standards and professional fundraising best practices
- Develops calendar and annual strategic plan for DCEF's philanthropic efforts
- Coordinates and oversees fundraising activities for major gifts, planned giving, annual funds, and major campaigns; monitors results, determines future courses of action and identifies areas of highest priority
- Develops and implements strategy for the identification, cultivation, solicitation, and stewardship of donor relationships
- Oversees Development visit list and assigns donor calls to appropriate staff; annually reviews and adjusts visit list to ensure proper ratio of prospect and thank you visits are conducted
- Identifies and cultivates planned gift prospects; provides guidance and knowledge regarding planned giving vehicles and opportunities, such as but not limited to wills, charitable gift annuities and Pay on Death agreements
- Represents Disciples Church Extension Fund with Donors, Friends and prospects through one-on-one visits, telephone calls and written communications
- Coordinates stewardship efforts within DCEF and on behalf of the ministry, inclusive of the Staff Annual Giving and Directors Annual Giving Funds
- Primary staff-resource for the Development Committee of the Board of Directors; produces and presents Development reports for Board of Directors; ensures Development/charitable fund policies are compliant with current federal laws and guidance; educates and supports Director participation in Disciples Church Extension Fund Development efforts
- Works with Financial Operations to assure proper recording of all gifts and the oversight and distribution of all Gift Agreement funds
- Collaborates with Director of Marketing to define and strategize marketing and communications plans for Donor audience, including but not limited to events, brochures, newsletters and web, digital and video content

- Manages relationships with outside campaign counsel, philanthropic marketing partners, and contract Development staff
- Able to write grant proposals and oversees their submission, working closely with Executive Leadership and ministry staff to ensure quality grant requests

**Supervisory Responsibilities:**

- Supervisor of Donor Relations Assistant and Annual Funds Manager

**Position Qualifications:**

- Minimum of 5 years professional fundraising experience
- Proven ability to develop and manage relationships with volunteer leaders and major/planned giving donors/prospects
- Excellent communicator, verbal and written
- Proven record leading successful teams
- Active Member of a Christian Church (Disciples of Christ) church
- Proven Fund Raising and Management skills

**Other Duties and Responsibilities:** As assigned

**Educational Requirements and/or Experience:** College graduate

**Certificates, Licenses, Registrations required for the Job:**

- Certificate in Fund Raising Management is helpful
- Holding CFRE certification is helpful
- Continued Education in Donor Relations and Fund Raising
- Ordained or Commissioned Minister is preferable

**Travel:**

- Extensive overnight travel (up to 50%) by land and/or air.

**Vaccination Policy:**

- DCEF has a mandatory vaccination policy.

**Competitive salary and full benefits offered.**

Disciples Church Extension Fund  
Director of Development  
Page 3

Interested and qualified candidates should submit a cover letter, resume and salary requirements by Friday, March 18, 2022 to:

Rhonda Hopewell  
Vice President  
Disciples Church Extension Fund  
Post Office Box 7030  
Indianapolis, Indiana 46207  
[rhopewell@disciplescef.org](mailto:rhopewell@disciplescef.org)

*Disciples Church Extension Fund does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law.*