
DIRECTOR OF DEVELOPMENT - FOCUS NATIONAL MINISTRIES

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the east coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description:

The Director of Development (East Coast based position, under the direction of the COO) will facilitate ministry health, growth, and increased funding through development strategy, fundraiser support and accountability, and major-donor engagement. The responsibilities will support both National Ministries and Area Ministries.

National Ministry:

- Analyze previous year's fundraising results.
- Create a National Annual Fund Gift Plan.
- Design and direct an annual donor communications plan (ministry updates and appeals).
- Collaborate with the Executive Director on individual donor/prospect strategies (including low/high targets).
- Ensure Executive Director accountability for agreed upon action items.
- Serve as a liaison to the Board of Trustees Development Committee and execute the Committee's biannual Tier II donor communications process.
- Direct a National Ministry foundation/grant process, prioritizing opportunities sourced and vetted by the Board Development Committee.
- Direct Nationally hosted fundraising events (strategy, pricing, agenda), with logistical support from the National Events Coordinator.
- Direct strategic capital campaigns.
- Participate in occasional major-donor visits as requested.

Area Ministry:

- Analyze previous year's fundraising results.
- Advise Area Directors in their:
 - Annual Fund Gift Plan Development
 - Design of an annual donor communications plan (ministry updates, appeals).
 - Individual donor/prospect strategies, and conduct monthly check ins.
- Monitor Annual Fund progress monthly.

Ministry Wide:

- Challenge our current paradigm for fundraising, and explore alternative fundraising models.
- Leverage Raiser's Edge NXT (Data, Analytics, Work Station) to drive development strategies.

- Manage a Communications team that includes the Writer & Editor and the Digital Media Manager.
- Write donor thank you notes for gifts in honor.
- Conduct special projects at the discretion of the COO.

Position requirements:

The ideal candidate will have:

- A strong commitment to the Christian Gospel, and will be required to sign and abide by the FOCUS Statement of Faith.
- Five years related work experience.
- Strong interpersonal and written communication skills.
- Demonstrated success as a leader and collaborator.
- Working knowledge of Raiser's Edge NXT or other donor management system.
- An undergraduate degree and previous employment or volunteer experience with a Church or ministry such as FOCUS (preferred).
- Familiarity with independent schools and independent school culture (preferred).
- Availability to work full-time and attend approximately two weeks of staff meetings in January and August off-site each year.

Compensation:

FOCUS provides a package that includes:

- Competitive salary, depending on experience/education.
- Comprehensive Health, Dental, and Short-Term Disability insurances for Full-Time staff. Monthly premiums are currently paid for in full by FOCUS, requiring no premium contribution from the staff member. Vision, Life, and AD&D insurance provided on a voluntary basis.
- Eligibility to participate in voluntary contributions to the FOCUS sponsored 403(b) Retirement Plan. FOCUS provides a dollar-to-dollar match to contributions, not to exceed 5% of eligible wages, once tenure eligibility requirements are met and may also provide a discretionary contribution on an annual basis.
- 4 weeks paid vacation/year.
- 10 days PTO to be used as personal/sick days.

Please visit our employment page infocus.org/employment and apply online. You may also upload your resume and cover letter within the application portal. Any questions, please reach out to Rebecca Farquhar, Director of Human Resources - hr@infocus.org.

For more information on our ministry, visit us at www.infocus.org.