



into the wilderness

*get outside*

## ITW Job Description

Development Manager

### **Title**

Development Manager

### **Status**

Full-time position

### **Pay**

All full time positions raise missionary support salary

### **Goal**

The Development Manager is responsible for working with the Executive and Advancement Director to implement and manage the fund development of ITW and increase private funding for the ministry.

### **Summary**

The Development Manager is responsible for working with the Executive and Advancement Director in daily, weekly, monthly and yearly fund development roles, projects and tasks to implement and accomplish the goals of the ITW development strategy.

### **ITW Values**

The applicant must believe in the centrality, supremacy and lordship of Jesus Christ and desire to grow as a disciple of Jesus Christ. He or she is expected to mature in intimacy with Jesus, keeping Christ as the center of their life. He or she is expected to walk in the light with Christian believers, demonstrate the character of Jesus and walk in step with the Spirit daily. He or she must be competent integrating faith and prayer into their job description and be committed to living for God's glory. The applicant must read and agree to ITW's mission statement and doctrinal statement which can be found on the web site.

### **Required Qualifications**

- ☛ Ability to independently work and maintain sufficient contact and participation as a team member
- ☛ Ability to manage and perform multiple concurrent projects and tasks
- ☛ Ability to function in managerial and administrative roles

- Ability to verbally articulate and communicate with others
- Ability to write and edit
- Ability to work accurately and be attentive to detail
- Ability to research subjects and gather resources for projects or tasks
- Competency as a servant leader
- Loyal
- Self-motivated
- Self-aware

### **Professional Preferred Qualifications**

- Degree or professional training in fund development, nonprofit management or related field.
- Experience working for or with nonprofit organizations

### **Expectations**

*Location: On-site at ITW*

*Reports to: Executive or Advancement Director*

Involves:

- Assist in designing, writing and editing of fund development publications
- Assist in donor development and cultivation through relationship building, calling and writing to donors
- Assist in grant research and writing
- Assist in bulk mailing projects
- Assist in executing annual giving strategy
- Assist in developing planned giving strategy