

Job Opportunity: US Director of Development**Beginning May 1, 2018****Compensation: \$6250/Month****Do you want to be a part of creating partnerships for special needs orphans in Panama?**

Heart's Cry Children's Ministry (Heart's Cry) is opening the first special needs orphanage and therapy center in the Republic of Panama. Our vision is to see Panamanian orphans released from the cry of despair, woven into safe and loving homes, and living with a firm foundation in Jesus Christ. Heart's Cry is developing the position and hiring our first Director of Development in order to meet the needs of a growing budget of \$1,200,000 annually.

Position Overview

Heart's Cry is hiring a US Development Director who will have the opportunity to meaningfully engage donors in our work, showing that their continued joyful financial partnership can literally save the lives of orphans. Heart's Cry is looking for a passionate individual who is a skilled networker, with a natural ability to build relationships with high capacity individuals and churches, and the ability to convert those relationships to financial gifts. The Director of Development will establish and maintain effective working relationships with the board of directors, donors, staff, volunteers and all constituents of Heart's Cry. The Development Director will use these relationships to develop and coordinate effective strategies to sustain current fundraising across the southeastern United States, while creating a systematic plan to increase funding nationally.

Fund Raising – 70%

- Manage all fund-raising activities, including but not limited to:
 - Meeting and building revenue requirements
 - Major gift identification, cultivation, solicitation and stewardship
 - Corporate giving
 - Foundations and grants
 - Congregations
 - Cultivate new Annual Appeal donors and nurture existing relationships
- Design, implement and manage a comprehensive fund development plan. The plan will identify annual revenue goals and analyze the progress toward those goals. The plan will include, but will not be limited to, the following areas:
 - Annual Appeal
 - Special Event Dinner
 - Endowment Growth
 - Planned Giving
 - Foundation, Government and Corporate Grants and/or giving
 - Research, prepare and follow-through related to grant applications to foundations, corporations, and government funders
 - Research foundations and businesses for future relationships
- Prepare and submit timely reports as set out in grant terms and agreements
- Implement donor and volunteer recognition and/or appreciation activities
- Community ambassador fulfilling speaking engagements and other appearances

- Implement SalesForce within Heart's Cry, as well as maintaining reports of all donor related meetings, gifts and events via SalesForce
- Other activities determined by the Executive Director
- Participate in staff meetings, retreats and trainings, at the request of the Director or Board

Board of Director Relations (5%)

- Work with the Development Committee of the Board of Directors to develop and implement aggressive fund-raising goals
- Develop and implement a board nurturing plan, in order to engage and maintain relationships with past, present and future board members
- Attend Board and Executive Board meetings, in the US and Panama

Public Relations, Marketing and Communications (10%)

- Develop and implement a comprehensive communications plan that allows for regular and consistent contact with donors, volunteers and potential donors. This plan will include solicitation and non-solicitation communications, as well as managing the social media presence of Heart's Cry.
- Design and oversee production of all major publications, including but not limited to the following:
 - E-Newsletter
 - Annual Report
 - Informational brochure
- Maintain current media tools, including but not limited to the following:
 - Video or DVD presentations
 - Website
 - Portable display materials
- Ensure Heart's Cry historical information is collected, archived and maintained in Salesforce.
- With board and staff, organize 3 annual trips of churches or volunteers to Panama.
- Establish and maintain relationships with relevant members of local US media in order to publicize Heart's Cry
- Represent Heart's Cry to the local community and various foundations, corporations, and government entities in a professional and courteous manner.
- Assist, support and promote the Executive Director in his/her role as "spokesperson" for the Heart's Cry

Administrative (15%)

- Propose annual goals for development, subject to Board approval.
- Conduct development performance self- evaluations
- Ensure donors are acknowledged and thanked in a timely and appropriate manner
- Ensure all pledge reminders are sent out in a timely and appropriate manner
- Evaluate all development activities
- Manage accurate records of Development spending
- Maintain and update donor information on Salesforce
- Prepare and submit timely reports as set out in grant terms and agreements

Ideal Characteristics

- Passionate about Heart's Cry's Mission

- Relational and winsome personality
- Driven: Strong individual performer with internal motivation
- Strong Communicator: Compelling conversationalist and intelligent listener, as well as ability to share vision and effectively communicate with large groups
- Sustained Positive Attitude
- Trustworthy and Dependable
- Humble
- Teachable
- Ability to communicate in Spanish, not required but helpful

Education and Experience Requirements

- Minimum of a bachelor degree from an accredited college or university
- Four years' experience demonstrating success in a variety of fund raising and related marketing responsibilities with a track record of bringing in \$750,000 or more annually
- Budgeting experience
- Excellent computer skills with knowledge of Apple computers; Microsoft software; and Word Press and Salesforce
- Ability to adapt to flexible hours and travel
- Effective written and verbal communication skills
- Ability to set priorities, multi-task, and meet deadlines

Nature and Scope

- Employment Status: Full-time, compensation to be commensurate based on experience level
- Work Schedule: 40 hours per week. Additional hours may be required during the peak work periods and projects.
- Travel: Travel throughout South East United States primarily during year 1, to be expanded by year 1. Travel to Panama approximately 3 times per year.
- Work Environment: 20% office, 80% external (meeting with givers, advisors, etc.)

To Apply

If you are interested in this position and have the requirements of the position, please submit your resume to Misty Hedspeth at: mhedspeth@gmail.com. Please be sure and view our vision, mission and statement of faith at www.heartscrychildren.com.