



Job Description

Director of Transformational Giving

Position: Full time

Salary: Negotiable, based on experience

Availability: Immediate

The Centers for Apologetics Research (CFAR) is a one-of-a-kind international network of evangelical counter-cult research and education agencies with fifteen overseas and domestic staff. Our primary calling is to equip Christians in the developing world for discernment, the defense of the faith, and cult evangelism.

Job Summary: The Director of Transformational Giving serves on the executive team to design the donor development and fundraising plans and strategies of the organization, to successfully execute and measure the plans' effectiveness, and to lead the team in raising the champions and funds needed to accomplish our vision and goals.

Reports to: Executive director—Works directly with the executive director to accomplish the donor development and fundraising goals of the organization.

Essential Duties and Responsibilities:

- Provide leadership to the organization in all development planning, management, reporting, interaction with donors and fundraising staff at the national and international office level.
- Develop and manage an annual income/expense budget for the development department.
- Create compelling development tools and practices to be used by development staff and volunteers.
- Engage and coach key volunteers in working successfully with major donors, grant writing, newsletters, and special events.
- Recruit, supervise, mentor, disciple and evaluate development staff.
- Prepare monthly and quarterly reports on department performance and donor discipleship.

Other Duties:

- Other responsibilities as assigned.

- Travel expected 3–4 days per month to meet with potential staff, volunteers and donors.

Desired Minimum Qualifications:

Education and Experience

- BAMA in public-relations, business management, marketing, or closely related field, and;
- Five (5) years of a successful development track record.
- Familiar with Microsoft Office and related software; eTapestry desirable.

Necessary Knowledge, Skills, and Abilities:

This person must be a mature follower of Jesus Christ, actively involved in a local evangelical church.

He or she must also be a student and personal practitioner of Transformational Giving and embrace biblical values of giving.

- Commitment to evangelism and serving the needy.
- Experience in raising funds from major donors in the Christian community.
- Demonstrated ability to create strong, positive relationships with church leaders, donors, volunteers and non-profit agencies.
- Able to communicate effectively both in writing and verbally. Excellent oral presentation skills required.
- Must be a team player, a detail-oriented, highly organized individual who can work independently with minimal supervision.
- Demonstrated experience in hiring, evaluating and supervising fund-raising staff.
- Effective team leader able to communicate vision and directives to other staff and volunteers.
- Transparent, open, empowering management style.
- Willing and able to travel in the U.S. and overseas.
- Strong analytical skills.

Measurable Performance Standards:

- The creation and implementation of a master development plan for the entire organization and local offices.
- Accomplish the predefined goals as outlined each year by the executive director and U.S. board.
- Secure funds needed to diversify the funding base of the organization and to help it grow into new areas.
- Effective management of the development staff.

To apply:

- Send résumé and cover letter to CFAR, attention the executive director.

Contact:

Paul Carden, executive director

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