



Title: Director of Donor and Church Partnerships

Responsible to: Executive Director

Classification: Non-Exempt

Time Commitment: Part-time, 2-3 days a week during business hours, with occasional evening or weekend events.

****Full-time opportunity is available but would require additional responsibilities. Please inquire if interested.**

Compensation: \$29-\$35/hour, paid holidays off, vacation time.

Christian Hope Association (CHA) is a faith-based organization committed to transforming lives through our core initiatives: New Way Ministries and Project Hope. We provide transitional housing and comprehensive support services for mothers and children experiencing homelessness, and address food insecurity and other vital needs through our food bank and Community Assistance Programs. Rooted in Christian values, our mission is to offer compassionate care and foster lasting change in the lives of individuals and families in need, promoting healing and hope within our community.

Qualifications:

- A committed and growing relationship with Jesus Christ as your Lord and Savior.
- A bachelor's degree and 5-10 years of fundraising leadership experience. ***Relevant experience will be considered in lieu of a degree*
- Proven track record in building and managing a major gifts strategy, including cultivation, solicitation, and stewardship of major donors.
- Exceptional public speaking and written and verbal communication skills; adept at writing proposals, solicitation letters, and donor correspondence.
- Leadership and team-building strengths. Personifies our values of humility, hunger for both personal and professional growth, and "smart," referring to interpersonal and relational skills.

Job Summary:

The Director of Donor and Church Partnerships will develop and implement strategic fundraising plans to meet the financial needs of Christian Hope Association (CHA) based on the annual board-approved budget. This role focuses on cultivating major gifts and fostering church partnerships while also managing other fundraising activities, including annual fund campaigns, events and donor data. Additionally, they will represent CHA through community engagements to raise awareness and support for our mission.

Responsibilities

Strategy and Team: 15%

- **Fundraising Strategy:** Manage, design and implement all fundraising activities, focusing on major gifts and church partnerships.



Partnerships Lead 70%

- **Church Partnerships:** Create a partnership plan to steward relationships with current church partners and build new connections with other churches in the region.
- **Donor Cultivation:** Cultivate and expand current giving, integrating major donor requests in collaboration with the Executive Director.
- **Relationship Building/Portfolio Management:** Manage the organization's major gifts portfolio, qualifying, cultivating, soliciting, and stewarding these individuals by conducting, on average, 10 visits or touch-points each month, meeting in person with or reaching out to current and prospective donors.
- **Staff and Volunteer Appreciation:** Assist the Executive Director in staff, volunteer, and donor appreciation efforts, including gifts and acknowledgments.
- **Community Engagement:** Perform speaking engagements in the community to raise awareness for CHA.
- **Prospecting:** Initiate and manage prospect research on individuals through the organization's files, giving records, online resources, and donor giving databases.
- **Event:** Contribute to the annual fundraising event including visioning, sponsorship engagement, and presentation.

Development Operations: 15%

- **CRM Management:** Document donor information in a CRM/ donor data system.
- **Annual Reporting:** Assist in preparing CHA's Annual Report by April 1st each year.

Teamwork and Collaboration:

- Work closely with the Executive Director, Director of Operations, ~~Community Engagement~~ Development Manager, and contracted grant writing specialist to achieve development goals.
- Attend leadership or staff meetings as requested by Executive Director
- Be willing to take on other tasks or duties as needed, especially when short-staffed.

Summary:

Join Christian Hope Association and play a vital role in advancing our mission to support those in need and confront the effects of trauma and generational brokenness with the hope of the gospel. Focusing on major gifts and church partnerships, you will be instrumental in extending Christ's compassion and creating lasting, transformative change for our community.

Contact Information: For further questions, please contact Shannon Zebrowski, Executive Director at 360-354-9930 or shannon@new-way-ministries.org