



Friends of Madagascar Mission (FOMM)

Ministry Description: Development Committee

Title: Director of Development

Reports to: FOMM's Executive Director and Development Committee

Ministry Overview:

The Director of Development is responsible for organizing, planning and directing FOMM's fundraising including regular donors, planned giving, special events, capital campaigns and major gift programs including grants from foundations and endowments. The Director of Development will work closely with The Executive Director and Development Committee.

A. Responsibilities and Duties:

1. Develop and oversee our relationship strategy with FOMM donors, and maintain records of this effort
2. Manage the "thank you" process for acknowledging all gifts
3. Maintain relationships with donors (individuals, congregations and corporate donors) through visits, phone calls, online video conferencing, and other means
4. Write grant applications as requested from Director of Grant Writing and Research
5. Provide frequent reports to the Executive Director and Development Committee on the ministry's work
6. Commitment to learning and developing proficiency in using FOMM's online document management and communication platform
7. To represent FOMM's mission and ministry in all that one does

B. Qualifications and Skills Needed

1. Excellent written, interpersonal and verbal communication skills
2. Fundraising and grant writing experience desired
3. Desire to work with a small, highly motivated nonprofit organization working to provide funds for mission work in Madagascar
4. Self-motivated and goal-oriented work habits
5. Excellent knowledge of proposal submission and fundraising process
6. Ability to study and understand programs and funding requirements of the organization
7. Strong research skills and knowledge of information sources
8. Commitment to handle confidential matters with utmost integrity