

Director of Development

Location: Work from home

Type: Part Time or Full Time, Support-based

Supervisor: Executive Director

Summary: The Director of Development works to help FBM achieve its financial goals. This position will need to develop and cultivate deeper relationships with the churches, individuals, and other organizations who financially support the missionaries and projects of FBM.

Responsibilities:

- Strategic Plan 2025-2027
 - Develop a tactical plan to implement Strategic Priority #1 in the 2025-2027 FBM Strategic Plan. Strategic Priority #1 states, “*Build a sustainable funding model that maintains a 12% growth margin in Annual Fund contributions.*”
 - Implement and oversee this tactical plan.
- Outreach and Relationship Building
 - Travel, as needed, develop relationships with churches and other key donors.
 - Build and maintain relationships with key donors.
- Team Collaboration
 - Meet regularly (in-person or virtual) with the Executive Director.
 - Direct and oversee the fundraising efforts of all FBM Personnel.
- Communication and Reporting
 - Work with the home office to create communication pieces (newsletters, emails, etc) that directly correlate to FBM’s financial goals.
 - Develop a system for categorizing donors and create a unique strategy for each category of donors.
 - Utilize Virtuous to track and manage relationships with key donors.
- Other duties as assigned.

Qualifications:

- FBM Values Alignment
 - Firm commitment to FBM’s Mission Statement: *FBM exists to Glorify God by Obeying the Great Commission and Caring for those we Serve.*
 - Active membership in a local likeminded church.
- Communication & Interpersonal Skills
 - Excellent written and verbal communication skills across a variety of platforms including, but not limited to, telephone, video calls, in-person meetings, email, reports, and articles.

- Technical Proficiencies
 - Excellent computer skills including experience with or the ability to quickly learn the following software: Microsoft Office, Google G-Suite, Zoom, Virtuous, and more.
- Organizational and Time Management Skills
 - Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Additional Requirements
 - This is a work from home position. A dedicated work space at home is needed.

To apply, please email your resume to stephen@faithbaptistmission.org. Please include a cover letter highlighting your qualifications, interest in the role, and any missions related experience you have.