



Thank you for your interest in employment with Care Net of Puget Sound!

Individuals interested in employment should review Care Net of Puget Sound's Ministry Statements and [complete the employment application](#).

Care Net Staff members adhere to the mission of Care Net of Puget Sound, its Statements, Operations, and the Policy and Procedures of the organization.

Applicants may provide a cover letter and resume to Ingrid Crosbie at [icrosbie@carenetps.org](mailto:icrosbie@carenetps.org). Applicants will be notified when their application has been received.

For questions about employment and available positions, please contact Ingrid Crosbie at 253-235-4675 or email at [icrosbie@carenetps.org](mailto:icrosbie@carenetps.org)



*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10*

## Director of Development

### Job Description

**Scope of Work:** The Director of Development is a permanent exempt employee who provides leadership (planning, implementing, and evaluating) for achieving specific goals set with the Executive Director and Vice President of Church Relations, specifically for fundraising events and donor relations. This person furthers the religious mission of Care Net of Puget Sound by promoting the Sanctity of Human Life.

**Reports to:** Executive Director and VP of Church Relations

**Work Location:** Tacoma Administrative Office

**Supervisory Role:** Staff assigned to the Development including Development Coordinator, Development Administrative Assistant, Events Specialist, and Donor Database Specialist

**FLSA Status and Job Classification:** Full Time, Exempt 40 hours per week.

**Salary:** \$65,000-\$75,000 DOE

**Benefits:** Medical, Dental, Vision w/company paying 90% of premiums, 401K Retirement Program after 90 days of employment.

**Data Classification:** IV

### Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and is an active member of a Bible believing church.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and policies of the organization.
4. Dependable, stable, and capable of following through on commitments.
5. Expresses a sincere desire to reach out to abortion-vulnerable and abortion-minded women.
6. Would never refer or advise a woman to have an abortion
7. Ability to respect confidentiality.
8. A minimum of 10 years of business and management experience with a focus on customer relationships and sales.
9. Ability to strategically plan, goal setting for self and for team.
10. A minimum of 5 years' experience with building strong teams.
11. Understanding of computer systems and databases.
12. Administrative skills including organizational skills
13. Good communication skills.
14. Ability to establish rapport with ministry partners and potential partners.
15. Public speaking skills
16. Establishes and maintains good communication and relationships with businesses and other contacts who are or may become ministry supporters.

### Key Responsibilities:

Development: 35%

Seek opportunities to develop relationships with businesses and individuals to increase awareness of the ministry, which will provide financial support, volunteers, and other type of support. Work collaboratively with VP of Church Relations and Church Relation Directors.

#### Direct Fundraising: 35%

1. Fundraising Events: Identify, plan, develop committees, and execute effective fundraising events designed to promote the ministry of Care Net; raise financial support; and acquire new supporters and volunteers. Events include but are not limited to the spring fundraiser, golf event and donor dinners.
2. Other fundraisers: Identify, plan, and execute non-event fundraisers including, but not limited to, Baby Bottle Campaigns, Sanctity of Human Life Sunday, Monthly Partner Programs, direct mail, etc.
3. Grants: Work with VP of Church Relations and Executive Director to identify available grants and oversee internal staff that produces grant applications and reports in the effort to raise additional funding.
4. Develop proposals with Internal Staff help for designated gifts for specific budget needs in programs, marketing, and other key ministry areas.
5. Capital Campaign: Support Board, VP of Church Relations, and Executive Director goals and ministry growth through Capital Campaign projects for new ministry locations and collaborative outreach.

#### Supervision of Development Team 30%

1. Meet with each team member (in person or by phone) to review weekly goals and give direction.
2. Lead monthly development meetings for the Development Team.
3. Assign tasks as necessary and monitor calendar plans to ensure timely completion of projects, events, mailings, and other production items for Development and any Capital Campaign
4. Will represent the efforts of the Development Team at the Leadership Meeting and at Board Meetings as assigned.

#### Meetings and Trainings

1. Is a part of Care Net of Puget Sound staff and will attend all-staff meetings, retreats, and functions for planning and team development.
2. Is a member of the Leadership Team and will attend all scheduled Leadership Meetings.
3. Is a member of the Development Team and will facilitate Development Team Meetings.

#### Physical Requirements and Work Environment:

1. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - a. The employee is regularly required to use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to stand; walk, reach with hands and arms, and maintain physical balance. The employee is occasionally required to sit, stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and or move items up to 10 lbs. The employee will sometimes lift and move up to 30 lbs. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
2. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.
  - a. The noise level in the work environment is usually moderate; lighting is primarily florescent; can have days of high stress due to client situations and absent volunteer staff.

#### Image

1. As a representative of Care Net, whether at the Center or on your own time, your actions and appearance will reflect on the ministry. It is important to be mindful of your service to Jesus Christ in all that you do, as you reflect Christ to others.

Care Net Staff members adhere to the Mission, Statement of Faith, Statement of Principle and Operation, Policy, and Procedural Manuals of the organization.