

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

Development Operations Supervisor Job Description

Job Title	Development Operations Supervisor	Pay Range	*\$22.84 to \$25.12
Reports to	Director of Development	Supervision	Oversees Development Administrative Assistant & Events Specialist
Work Location	Tacoma Administration Office		
FLSA Status	Hourly, non-exempt	Data Classification	Category IV
Benefits	Full-time classification (assigned to work 30 or more hours per week) – Medical (including Life/AD&D), Dental and Vision insurance and FSA available first of month following 30 days of employment Full & Part-time classification – EAP, 401K and Vacation available after 90 days of employment, Sick leave (1 hour for every 40 hours worked) accessible on 90 th day of employment, and Holiday Pay		

**The above pay range is a guideline. For candidates who meet the qualifications of the job, Care Net of Puget Sound's compensation philosophy is to target the 30th-50th percentile of the range. Multiple factors are taken into consideration to arrive at the final pay rate to be offered. Factors include, but are not limited to, the selected candidates work experience, education, and training as well as internal equity, market and other business considerations.*

Objectives of this position:

The Development Operations Supervisor supports and oversees the daily operations of the development team. This role works directly with the Director of Development to carry out strategic goals, including donor relations, capital campaign committees, and fundraising events. The supervisor also serves as the volunteer coordinator for development initiatives, handling recruitment and staffing. They help create a team culture that reflects biblical values while providing support to the Director of Development, Vice President of Capital Campaigns and Donor Relations, and the rest of the team to meet development goals and initiatives.

Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the biblical teachings of the sanctity of life, sexual purity and marriage.
3. Agree with and be willing to uphold the Statement of Principle, Statement of Faith, and other Care Net of Puget Sound statements and policies related to core ministry principles.
4. Ability to respect confidentiality.
5. Proficient computer skills and knowledge of word processing, spreadsheet programs and databases required (Microsoft 365 preferred).
6. 1 to 2 years supervisory experience preferred.
7. Strong project management skills with the ability to effectively communicate timelines and ensure task completion.
8. Previous experience in donor relations and fundraising required.
9. Knowledge of basic accounting principles and procedures and database reporting.
10. Excellent attention to detail and organizational skills with the ability to manage several projects and tasks at once.
11. 1 year of event planning experience, preferable in a non-profit environment, required.
12. Grant writing experience is a plus.
13. Ability to work independently, take initiative, and be a servant leader.

14. Excellent communication skills and ability to manage team requirements ensuring timely completion of project milestones.
15. Previous experience in volunteer recruitment and management, preferred.

Essential Functions:

1. Strategic Planning & Team Organization
 - a. Leads and organizes the Development Team to accomplish the annual strategic plan, assist with its annual review and updates.
 - b. Maintains the development calendar to ensure timely communication and completion of events to the Leadership Team and Ministry Directors.
 - c. Oversees project management systems (e.g., Monday.com) to track development and marketing/communications tasks, ensuring timely completion of strategic goals.
2. Supervision & Team Leadership
 - a. Supervises the Administrative Assistant and Events Specialist roles, ensuring smooth execution and success/accuracy of development initiatives.
 - b. Oversees the Events Specialist in managing all major fundraising events and coordinating event committees.
 - c. Works with the Administrative Assistant to ensure efficient execution of donor engagement and fundraising activities, including Baby Bottle Drives.
 - d. Assists the Director of Development in ensuring the Donor Database Specialist maintains accurate donor data and reports, and processing gifts.
3. Donor & Fundraising Management
 - a. Manages donor relations, including new donor programs, donor follow-up calls, and thank-you cards.
 - b. Receives and responds to donor inquiries via phone, text, and email.
 - c. Oversees tracking and reporting of digital and direct mail donations, ensuring accuracy in campaign performance data in database and various platforms (i.e. thermometers)
 - d. Manages fundraising platforms (Virtuous, Bloomberg etc.) with support from the Donor Database Specialist and Events Specialist, including setting up forms and updating donor information (i.e. new donors, billing, life steward)
 - e. Assists in grant applications and proposals for churches and foundations.
 - f. Supports estate/legacy gift planning in collaboration with leadership.
 - g. Liaison with Communications & Marketing to ensure alignment on development-related print and digital materials.
4. Capital Campaign Support
 - a. Provides administrative support to the Capital Campaign Steering Committee.
 - b. Maintains campaign materials, Gantt charts, financial records, and progress reports.
 - c. Attends and documents Steering Committee meetings, distributing minutes to relevant stakeholders.
 - d. Archives relevant campaign data for historical reference.
5. Event Coordination & Community Outreach
 - a. Oversees major fundraising events, working with the Events Specialist to maintain annual project calendars and ensure event success.
 - b. Ensures event committees are well-staffed with volunteers and team members.
 - c. Assists in ministry open houses, center tours, pastor's breakfasts, and donor engagement events.

- d. Oversees outreach coordination, ensuring all banners, tables, and event collateral are prepared for community presence in multiple counties.

6. Volunteer Engagement

- a. Works with the Administrative Assistant and Volunteer Coordinator to manage development volunteers for events and projects.
- b. Helps maintain accurate volunteer and church liaison information in the database.

7. Meetings & Administrative Oversight

- a. Attends and contributes to staff meetings, retreats, and admin planning meetings with the Executive Director.
- b. Oversees agenda creation for development meetings and provides monthly development reports.
- c. Ensures meeting minutes and reports are properly documented in SharePoint for historical record-keeping.
- d. Performs other duties as assigned by the Director of Development.

8. Physical Requirements & Work Assignment

- a. 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 available to enable individuals with disabilities to perform the essential functions.
 - i. The employee is regularly required to use hands to finger, handle, or feel; talk, hear, 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 and stoop. The employee is rarely required to kneel, crouch or crawl. The employee will regularly lift and 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.
- b. The work environment described is representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be available to enable individuals with disabilities to perform essential functions.
 - i. The noise level in the work environment is usually moderate; lighting is primarily florescent; works in a shared office with the Development Administrative Assistant.
 - ii. May experience periods of high stress during event seasons with increased work hours.

9. Image

- a. As a representative of Care Net of Puget Sound, whether at the Center or in 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.
- b. Take time for spiritual growth and needs.

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.

Please click the link below to apply for this position.

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