



Job Description

Job Title: Director of Donor Development

Reports to: Chief Executive Officer (CEO)

FLSA Status: Exempt

Date Last Revised: June 2026

Job Summary

The Director of Donor Development is responsible for leading, planning, and executing all fundraising and donor engagement activities that support the mission, vision, and strategic priorities of Genesis Community Health. This role develops and sustains strong relationships with individual donors, foundations, corporations, churches, and community partners while ensuring consistent growth in philanthropic support. The Director of Donor Development oversees all aspects of donor cultivation, solicitation, stewardship, and development operations.

Duties and Responsibilities

- Develops and implements a comprehensive fundraising strategy aligned with the organization's mission, goals, and financial needs.
- Identifies, cultivates, and solicits major donors, foundations, corporations, and community partners.
- Builds and maintains strong, long-term relationships with donors through effective stewardship and engagement strategies.
- Designs and executes annual giving campaigns, special events, and targeted fundraising initiatives.
- Oversees grant research, writing, submission, and reporting to ensure compliance with funding requirements.
- Maintains and grows a donor pipeline, including prospect identification and donor segmentation.
- Ensures accurate donor records, gift tracking, and reporting through development systems and databases.
- Collaborates with the CEO and Board of Directors to support fundraising efforts and donor outreach.
- Provides guidance and support to board members in their fundraising roles, including training and engagement.

- Leads donor communications, including appeals, newsletters, impact reports, and acknowledgments.
- Ensures all fundraising activities reflect the organization's Christ-centered mission and values.
- Develops and manages the development budget and ensures responsible use of resources.
- Tracks and reports on fundraising performance metrics and provides regular updates to leadership.
- Represents the organization at community events, church gatherings, and donor meetings.
- Maintains awareness of trends, best practices, and regulatory requirements in nonprofit fundraising.
- Collaborates with program and marketing staff to effectively communicate impact and funding needs.

Minimum Qualifications

- Bachelor's degree in nonprofit management, communications, business, or a related field.
- Three to five years of experience in fundraising, donor development, or nonprofit advancement.
- Demonstrated success in securing major gifts, grants, and donor contributions.
- Strong knowledge of donor cultivation strategies and fundraising best practices.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to engage and inspire donors.
- Experience with donor databases and fundraising software.
- High level of integrity, professionalism, and accountability.
- Ability to work independently and manage multiple priorities effectively.
- Strong organizational and project management skills.
- Familiarity with faith-based nonprofit environments preferred.
- Active Christian faith with a commitment to maintaining and supporting the Christ-centered mission, values, and culture of Genesis Community Health.
- Ability to work collaboratively with leadership, staff, and board members.

Working Conditions and Physical Demands

- Ability to sit and stand for extended periods.
- Ability to travel locally for donor meetings, events, and community outreach.
- Occasional evening and weekend work required for events and donor engagement.
- Ability to move throughout facilities and event venues.
- Ability to lift up to 25–50 pounds occasionally (event materials, supplies, etc.).
- Ability to work in a dynamic and occasionally high-demand environment.