

Director of Development – Salem Trust

Reports to: Executive Pastor/Trust Board

Position Type: Full-Time

Date created or revised: 07.26.24

Classification: Exempt

Salem Lutheran Church, a dynamic 2400+ member Christian community, is seeking a high-capacity, enthusiastic leader who passionately follows Jesus Christ as the Director of Development for our Trust. The successful candidate will have excellent people skills, be self-motivated and have demonstrated experience with all aspects of fund development with a focus on proactive donor cultivation and solicitation, implementing plans for securing major gifts, blended gifts, and deferred/estate planning. The Director of Development will engage the Salem leadership team and other staff to communicate the church's planned giving strategy, develop a "brand" that motivates donors and connects them to outcomes and beneficiaries, hold donor meetings for recent and potential donors, and respond to inquiries.

Director of Development Essential Functions

- Direct a development program that includes planned giving, legacy giving via the Salem trust and special events.
- Identify, cultivate, and solicit philanthropic support by matching Salem Lutheran Church needs with prospective donor interests. Develop and maintain relationships with members and other key constituents. Foster positive and enduring relationships that produce reciprocal benefits.
- Develop and maintain a strong giving program including proper acknowledgement, recognition, and follow up with donors.
- Build to a level of submitting 80-100 proposals/solicitations annually.
- Set measurable objectives for planned giving program effectiveness and communicate progress to key stakeholders (Salem Directional Leadership Team and Salem Trust Board). We believe closing \$750,000 - \$1,000,000 annually in gifts is achievable.
- Manage an active portfolio of at least 75 major gift prospects.
- Work to develop, market, and implement a planned giving program to help support annual ministry objectives and achieve long-term goals.
- Participate in professional development organizations, committees, boards, and meetings.
- Recommend and implement changes necessary to create a cohesive, and effective planned giving program, assisting as requested in the development and execution of annual giving and capital campaigns.

Qualities we desire in an ideal candidate are:

- Strong knowledge of principles, ethics and practices of successful fundraising and appropriate solicitation techniques.
- Ability to plan, prioritize, coordinate and manage own work; ability to work unsupervised and make decisions effectively.
- Capable of thinking and acting strategically in the process, identification, cultivation and solicitation of individual and institutional giving prospects.
- Excellent interpersonal and relationship-building skills; able to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing.
- Ability to interact with diplomacy and tact amid influential clients and diverse groups.
- Understands the confidential nature of fundraising effort and donor information and maintains confidences.
- Proficiency in using donor relations software, e-mail, electronic calendars, MS Word, PowerPoint, Excel, and Internet.

Education and Experience

- Bachelor's Degree in nonprofit management, public relations, marketing, or related fields with five or more years of experience leading and implementing successful development efforts desired, preferably within a church or non-profit organization.
- CFRE Certification, or a similar level of training and accomplishment.
- Demonstrated success in working as a member of a team, meeting annual fund development goals, individual donor solicitations, and organizing special events in service of planned giving objectives.
- Experience with fundraising software desirable.
- Basic financial understanding including financial statements, budget management, revenue, and expenses.

In many ways this position is a unique opportunity to join a sizeable and creative ministry team. Salem enjoys a 173-year history of impactful ministry in what is now the fastest growing quadrant of the Houston, Texas metropolitan area. Some Salem families trace their lineage here back 7 generations. Our active cemetery includes pre-Civil War graves. People here honor the past while embracing the future, and we plan for generations to come.

By God's grace we are blessed with ample resources and beautiful facilities. Our unified ministry includes Salem Church, Salem Lutheran School (375 children, K-8) and Salem Early Childhood Center (200 pre-school children). Our combined staff consists of over 120 Jesus-followers.

This is a full-time position – sometimes more and seldom less. Salary is commensurate with education, experience and accomplishments, and includes full benefits for employee. Salem provides for the professional development and continuing education of our staff as noted in the HR Guidelines. This position is under the leadership of Executive Pastor, Rev. Vince Parks. Expressions of interest, including a thoughtful cover letter and resume, may be directed to vparks@salem4u.com or Salem Lutheran Church, 22601 Lutheran Church Road, Tomball, TX 77377, 281.351.8223.