



## **Job Description | MANAGER OF CAPITAL DEVELOPMENT**

### SUMMARY

Responsible for conducting major gift and planned gift solicitations and other fund raising activities, averaging 40 hours of work per week on a flexible schedule. This position requires creativity, innovation, and a close working relationship with the executive director and treasurer. Relocation is not necessary.

### PRIMARY RESPONSIBILITIES

Travel to meet with churches, foundations, and individuals to represent FMI and solicit donations for its mission  
Develop an event and speaking engagement calendar for him/herself and the executive director  
Develop and maintain a major gifts program  
Research and prepare proposals for trust and grant money, targeting charitable trusts or foundations whose criteria match FMI's aims and activities, working collaboratively with the executive director and treasurer to fully prepare grant requests  
Stay abreast of legal and social trends pertinent to fundraising and capital development  
Plan and implement fundraising initiatives  
Fulfill other capital development duties as delegated by executive director (e.g., writing pertinent content for the FMI web site, occasionally writing the letter which accompanies donor receipts)  
Assist with recording and receipting donations, especially when executive director is travelling overseas  
Prepare quarterly reports for board review  
Participate in board conference calls and physical meetings

### REPORTING STRUCTURE

Reports directly to executive director for daily operations and has free access to the board members, providing the board with quarterly reports

### SALARY

Level to be proposed annually jointly by this individual and the executive director to the FMI board of directors for their evaluation and approval; funds for this salary to be generated from contributions developed by the employee

### QUALIFICATIONS

The manager of capital development should hold a minimum of a bachelor's degree preferably in marketing, communications, fund development, sales and finance, or related discipline. This employee should have a successful history of generating major gifts for a non-profit agency and demonstrate enthusiasm for global Christian missions. Networking and communication skills are crucial.

### JOB STATUS

Invitation to join FMI in this capacity is issued at the discretion of the executive director. Termination of employment is at the discretion of either the executive director in collaboration with FMI board or the manager of capital development.