

Job Description  
**Director of Development**  
New Church Development Commission, Inc.  
Atlanta, GA

**Dream. Build. Connect.**

**Job Summary**

The New Church Development Commission, Inc. (NCDC) is hiring a part-time Director of Development to be part of the leadership team responsible for growing and sustaining the organization. The NCDC is a diverse, Presbyterian Church (U.S.A.) start-up studio committed to building new, impact driven church communities representative of the range of the Greater Atlanta area populations and communities. Through leadership coaching, infrastructure development support, network expansion, consulting, startup training, and strategic grants (LINCSS) amongst the startup leaders of the Presbytery of Greater Atlanta, the NCDC actively works to remove barriers, amplify an array of voices, and create a vibrant ecosystem in which the work of starting and growing church based social enterprise and new worshipping communities flourishes.

Reporting to the Executive Director, the Director of Development is responsible for leading the institutional advancement activities of the NCDC. The Director of Development works closely with the Executive Director, the Board Chair, and board members to identify, solicit, and steward gifts in support of the NCDC's mission. This includes but is not limited to annual appeals, major gift solicitations, writing grants, planned giving, strategic planning, and planning events. An integral and essential role is the development of effective, targeted communications to all stakeholder groups, continually seeking to build relations, inform, and inspire. The Director of Development will also plan and implement public relations and marketing activities in this role, working with the Executive Director and Board to continually raise the visibility of the organization in the community.

**Mission:**

Unleashing the potential of the 21<sup>st</sup> century church through the development of new worshipping communities and church-based social enterprise.

**Vision:**

Create a vibrant ecosystem which empowers every new worshipping community and its leadership to thrive.

**Core Values:**

- Empowering
- Diverse
- Innovative
- Faith-focused
- Future oriented
- Connectional

**Leadership Imperatives:**

- Learner
- Co-Creator
- Accessible
- Inclusive
- Impact-driven

## Essential Duties and Responsibilities:

Other duties may be assigned. Regular duties include the following:

- **Fund Raising** – Supports the Board’s short and long-range goals for unrestricted funding sources. Strategizes and orchestrates methods of approach to institutional donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works to develop funding related projects. Organizes individual donor campaigns (e.g., major donors, matching gifts, and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, churches, corporations and foundations.
- **Grant Writing** – Identifies, solicits, and writes reports for 1001 New Worshiping Community grants as well as private and public foundation and corporation RFPs.
- **Major Gift/Donor Support** – Produce major donor, board, and special category solicitations/support materials with the intent to establish a donor base, initially and then retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling in-person visits with/for the Executive Director, attending these as strategically appropriate.
- **Communications & Public Relations** – Handles most development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, correspondences, updated collateral, website, bi-monthly newsletters, etc., with approval of the ED.
- **Program Support & Impact Measurement:** Work alongside the E.D. to help plan programs for NWC leaders. This includes zoom programs, in-person trainings, and bi-annual retreat planning and execution. Program planning also includes identifying ways to measure impact of NCDC’s programs through surveys, tracking hours, etc.

## Ideal Experience/Qualifications:

- Bachelor’s degree and/or equivalent prior experience.
- Strong Atlanta area and/or Presbyterian Church (U.S.A.) connections
- Proven track record of achieving revenue targets
- Excellent research, organizational and communications skills with demonstrated ability to write clearly, concisely and persuasively
- Experience and comfort working with a board of trustees
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Demonstrated ability to think strategically
- Strong partnership-building and event planning skills
- Strong computer skills and proficient with Mail Chimp, Bloomerang, and Microsoft Office programs. Proficiency with Quickbooks is a plus
- Familiarity with the field of new church development and social enterprise is desirable but not required

Compensation:

- Position is part-time, non-exempt, 25 hours/week, and reports to the Executive Director.
- Salary is based on experience, education, and other qualifications. A minimum commitment to the position will be required.

*The NCDC and its affiliate the Presbytery of Greater Atlanta are Presbyterian Church (U.S.A.) related organizations located in metropolitan Atlanta. An equal opportunity employer, the NCDC does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, disability or genetic information, gender identity, gender expression or any other characteristic protected by law in its employment. The NCDC has a strong commitment to diversity and urges members of underrepresented groups to apply.*