**Development Director A picture containing graphics, font, design, typography

Description automatically generated**

Location: Eve Center Headquarters/Satellites as needed

Estimated hours 25-30 per week, flexible schedule

Accountability: Eve Center Executive Director

**Eve Center Mission**

Eve Center is a non-profit organization dedicated to promoting healing and growth for women through biblical, no cost, safe and confidential peer counseling and training.

**Eve Center Vision**

Eve Center desires for every hurting woman to have access to emotional, relational, and spiritual care that provides lasting hope.

Our goal is to walk along side women while listening, encouraging, comforting, and building into her right where she is because, “We’ve Been There.” (2 Cor. 1:3-5, Eccl. 4:12)

**As a Christian, faith-based organization, all Eve Center Employees:**

* Pray regularly for the Eve Center
* Have and maintain a healthy and growing relationship with our LORD, Jesus Christ
* Confirm the Eve Center Statement of Faith, Mission and Vision
* Demonstrate Servant Leadership to all volunteers, donors and visitors
* Seek opportunities for growth in faith and ability
* Practice diplomacy as we speak Truth in Love

**QUALIFICATIONS:**

* Strong interpersonal and writing skills
* Strong communication skills and story telling
* Possess the skills to work with and motivate staff, board members and other volunteers
* Have the desire to get out of the office and build external relationships
* Be a “self-starter” and goal driven to initiate donor visits and fundraising calls
* Be organized and exhibit “follow through” on tasks and goals
* Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability

**Responsibilities**

**The Development Director is responsible for ensuring the sustainability and growth of The Eve Center by securing and maintaining financial resources, as well as recruiting and retaining volunteers for the organization's services.**

* Maintain heathy relationships with all our Churches, Organizations and Donors by frequently sharing stories.
* Developing and implementing strategies for fundraising and volunteer recruitment
* Managing and tracking volunteer engagement along with the Training Manager.
  + Connect Eve Center with local Churches and Organizations to further our mission
  + Help tell the stories of Eve Center to our current partners and potential partners in order to gain both human and financial resources
  + Design and oversee the organization of special events and funding campaigns
    - Spring Matching Gift Campaign/Year End Giving Campaign/ Annual Event: Voice of Victory
  + Build and sustain base of annual donors
    - Attend Community Events to gain potential donors
  + Build and sustain base of monthly donors
  + Secure donations from individuals, foundations, churches, and corporations
  + Perform Donor gratitude and recognition
  + Weekly updates with Executive Director
  + Review Monthly Financial Reports
  + Quarterly Community Communications—Newsletter
  + Together with Executive Director and Board develop yearly budget
  + Together with Executive Director, create/maintain/oversee Eve Center Community Connections
  + Explore possible grants and maintain current yearly grants: MCC, Catholic Charities,

**Technology**

* Word/Excel, Mailchimp, Dropbox, eTapestry of Blackbaud, Quickbooks, Qtego, Zoom, Canva, FaceBook, Instagram

**Other Requirements**

* Completion of Volunteer Peer Counselor Training highly encouraged
* Attend Graduation 2 times per year
* Attend Monthly Staff Meetings—10 per year
* Attend 1X per year VPC Appreciation
* Attend Staff Advance 1X per year—2 nights/2 days
* Participate in New VPC training, 2X a year, for introduction and ways to give back

**Benefits:**

* Flexible Work Schedule
* Work from home
* Purposeful Work for the Kingdom of God
* Potential Bonuses