



PO Box 2323 Durham NC 27702
CONGOINITIATIVE.ORG

Job Description DEVELOPMENT DIRECTOR

Organizational Background

Congo Initiative (CI) is an envisioned community of Christ-centered Congolese leaders and global partners united for the transformation of lives and a flourishing Democratic Republic of Congo (DRC). We do this by educating leaders who have integrity and vision; investing in a vibrant Congolese civil society; and leveraging grassroots initiatives for peace, hope, and justice.

As part of this global community, Congo Initiative USA (CI-USA) is a faith-based, nonprofit (501©3) organization whose purpose is to raise awareness about DRC among U.S. constituents and develop lasting partnerships with individuals, foundations, and churches that participate and invest financially in the mission. CI-USA has more than doubled its annual budget in the last five years to \$1.5 million. In order to move to the next level in our resource development and capacity to sustain strong support for Congo-based programs, CI-USA will place a special emphasis on nurturing relationships with donors who have the capacity for making major gifts. Analysis has confirmed that there is strong major gift potential within the existing donor base.

Position Summary

The Development Director (DD) will lead CI-USA's resource development efforts as the organization grows, increasing its impact and expanding its philanthropic footprint. This is a new position that has been created at a critical moment. The organization has recently completed an extensive fundraising consultancy with Gail Perry & Associates to establish a major gift strategy, and now seeks an experienced professional to help implement it. Additionally, the DD will assist in the creation and implementation of an overall fundraising strategy for CI-USA, establish and coordinate networks of passionate supporters, improve the efficiency of fundraising tactics, and direct the organization's annual fund. This is a full-time, exempt position with benefits.

Reporting

The DD reports to the Executive Director and will work very closely with the ED on many aspects of the development agenda, specifically overall strategy and major gifts.

Other Relationships

The DD will also work closely with other staff members (as well as colleagues in DRC) to fulfill the responsibilities of this position. CI-USA is a small, close-knit team. To be successful in this position, humility and strong teamwork skills are critical.

Location

Durham, North Carolina

Proposed Start Date

April 2020 (or sooner)

Primary Responsibilities

- Lead in the development and implementation of a comprehensive fundraising strategy.
- Coordinate the implementation of the newly created major gift program.
- Manage a portfolio of select major donors/prospects.
- Oversee the implementation of the annual fund.
- Oversee and manage donor cultivation events in multiple cities across the US, giving direction and support to volunteer organizing committees.
- Develop and track appropriate metrics for regular analysis and increased efficiency of fundraising strategy.
- Assist the Executive Director and Board of Directors in developing strategies for the financial sustainability of the CI-USA office as CI-USA seeks to provide significant funding for the mission of Congo Initiative in the DRC.
- Develop and implement donor loyalty strategies.
- Collaborate with Executive Director and Communications Director on marketing strategies and key materials for use in fundraising efforts.
- Creatively propose new opportunities to grow the donor base.
- Periodic travel required (mostly domestic, occasionally international)

Qualifications

- Person of mature and active Christian faith
- Strong commitment to CI's mission
- Bachelor's degree
- 5+ years of experience in fundraising
- Experience soliciting and closing gifts of \$25,000 and above
- Inspiring and engaging communicator, both orally and in writing
- Superior relational skills--listens well to others and able to ask good questions
- Able to motivate and develop effective teams, helping them to achieve strategic objectives
- Strategic thinker who enjoys translating "the big picture" into concrete action plans
- Superior administrative and organizational skills, including the capacity to analyze data
- Excellent project management skills
- Skilled in cross-cultural communication and relationships
- Experience with Constituent Relationship Management database (preferred)

Qualities

- **Relationship-driven.** *Thrives on social interaction and comes to work each and every day eager to speak with people either in person or on the phone.*
- **Flexible and Adaptable.** *We are a small organization that relies on staff wearing multiple “hats.” In addition, given that our programs are based in an area of the world that is often prone to insecurity of various kinds, we need team members who are able to make adjustments “mid-stream” while maintaining a positive attitude.*
- **Courageous and Resilient.** *Willing to take risks, experiment, and try new things. Able to interpret “failure” as an opportunity for learning and growth.*
- **Team-oriented.** *Enjoys being part of something bigger than any one individual. Readily shares successes with others and contributes to a culture of inclusion by seeking opportunities to affirm and encourage colleagues.*
- **Committed to excellence and professionalism.** *Works hard and always gives 100% effort. Takes pride in producing work of the highest caliber. Strong representative of, and spokesperson for, the organization.*
- **Innovative and able to “think outside the box.”** *Creatively identifies and confidently recommends approaches in fundraising strategy and tactics that might be new to the organization. Enjoys problem-solving in a collaborative manner with others.*
- **Intuitive and thoughtful.** *Emotionally mature, sensitive to others, anticipates what others (e.g. donors) want or need and knows how to authentically and proactively connect with others around their passions and convictions.*
- **Self-motivated and self-directed.** *Proactively takes initiative and known as a “self-starter.” Able to strategically manage one’s time and prioritize work amidst myriad commitments.*

Compensation Package

- Salary (full-time)
- Health reimbursement plan
- Retirement plan
- Vacation and Sick Leave
- Paid Holidays

To apply, please send a cover letter, resumé, and three references to kelly.riffenburgh@congoinitiative.org.

References will not be contacted until the finalist stage, and only after obtaining specific permission from the applicant at that point in time.

