

**Mountain Area Pregnancy Services**  
**Ministry Position**  
**Development and Donor Relations Officer**

**Reports to:** Executive Director

**Status:** Exempt

**Supervises:** N/A

**FT/PT/PRN:** **Part-Time** (34 hours per week)

**Shift:** Monday-Thursday 8:30 am-5 pm, evenings and weekends as needed.

**Location:** Based in the Asheville office but work is conducted in Buncombe and Haywood Counties

**Position Overview:** As an ambassador of Jesus Christ, the Development and Donor Relations Officer plans, implements, and coordinates fundraising efforts that will encourage, maintain, and increase philanthropic support and public awareness for the pregnancy center. These activities shall be consistent with the mission and goals of the organization and shall reach individuals, corporations, foundations, churches, and para-church organizations in the community.

**Ministry Purpose:** This position plays a significant role in achieving the center's religious mission and, thus, has a ministry purpose. Every staff member and volunteer shall serve this purpose in their job and, in doing so, be in an active ministry position with the center.

**QUALIFICATIONS**

**Religious:**

- *A committed Christian with a growing personal relationship with Jesus Christ*
- *Agrees with and abides by the center's statement of faith, mission statement, and code of Christian conduct*
- *Expresses a sincere desire to reach and help at-risk patients considering abortion*
- *Believes in the sanctity of all human life from the moment of conception through natural death*
- *Has a sincere, mature faith and can competently share the gospel*
- *Active member of a local church*

**Professional:**

- *Bachelor's or master's degree in a relevant field, or equivalent professional experience (nonprofit experience preferred)*
- *Proven success working with an annual operating budget of \$1M+ and meeting fundraising goals*
- *Demonstrated experience in donor cultivation, relationship management, and event fundraising*
- *Familiarity with fundraising software and donor management systems*
- *Excellent organizational, written, and verbal communication skills*

- *Confident public speaker able to inspire and connect with diverse audiences*
- *Highly self-motivated and able to work independently with minimal supervision*
- *Creative and visionary thinker who develops new strategies to grow support*
- *Demonstrated integrity and adherence to high ethical standards*
- *Proficiency in Microsoft Office and general computer literacy*
- *Valid driver's license and proof of automobile insurance*

## ***Essential Responsibilities***

### ***Fundraising and Donor Development***

- *Build and strengthen relationships with existing and prospective major donors in coordination with the Executive Director*
- *Maintain a donor contact and appreciation schedule, ensuring timely communication and personal connection*
- *Identify, cultivate, and secure new donor relationships*
- *Plan, coordinate, and execute fundraising events in collaboration with the Executive Director, Assistant Director, and event planner*
- *Oversee and expand baby bottle fundraising campaigns*
- *Work with the Board and Executive Director to oversee gift acceptance and investment policies*
- *Develop, track, and analyze fundraising metrics to monitor progress toward annual goals*
- *Maintain accurate donor and prospect records in the donor management system*
- *Prepare regular reports on fundraising outcomes and recommend strategies for improvement*
- *Develop and implement annual development and donor engagement plans*
- *Create donor communications and manage timely thank-you acknowledgments and year-end giving statements*
- *Assist the Executive Director in preparing development updates for the Board of Directors*

### ***Public Relations and Community Engagement***

- *Represent the ministry at churches, community events, and public forums*
- *Coordinate and lead center tours for donors, church partners, and community groups*
- *Build partnerships with community and faith-based organizations that align with the Center's mission*
- *Assist in developing marketing and communications materials, including brochures, newsletters, website updates, and social media content*
- *Write and distribute press releases for major events or announcements*
- *Support the Executive Director in maintaining a positive and consistent public image of the ministry*

### *Ministry and Team Participation*

- *Participate in weekly staff meetings and all major fundraising and supporter events*
- *Pray with and for donors and ministry partners as appropriate*
- *Lead occasional devotions and contribute to the spiritual growth of the team*
- *Perform additional duties as assigned by the Executive Director*