



[www.central-storehouse.org](http://www.central-storehouse.org)

## **Job Description**

### **Development Director of Central Storehouse**

**Salary Range:** \$70K - \$80K

**Fulltime:** M-F; hours flexible

- 80% offsite development work.

**Reports to:** Executive Director

Central Storehouse is a nonprofit organization with the mission of loving neighbors, feeding souls. Each team member is responsible for being a champion of the mission and upholds the values established around dignifying all people, building healthy relationships, seeking to encourage personal growth and life transformation, impacting the next generation, and sacrificial service.

The Development Director plays a key role in the mission of Central Storehouse by leading efforts in fundraising, donor relations, and marketing. This position is responsible for cultivating strong relationships with individuals, foundations, churches, and corporate partners while designing and implementing marketing strategies that elevate the organization's visibility and inspire community engagement.

The Development Director will work closely with the Executive Director and board of directors to ensure the organization has the financial resources and public presence needed to fulfill its mission and grow.

#### **General Duties & Responsibilities:**

- Develop and implement a comprehensive fundraising strategy that includes major gifts, individual giving, church and corporate partnerships, grants, events, campaigns, and planned giving.
- Build and maintain strong donor and partner relationships through consistent communication, engagement, and stewardship.
- Plan and manage fundraising events, donor appreciation gatherings, and community outreach initiatives.
- Maintain accurate donor records and track all stewardship activities in the approved CRM system.
- Prepare regular reports on fundraising progress, donor activity, and campaign results.
- Oversee marketing and communication efforts to increase public awareness and strengthen the organization's brand.
- Collaborate with leadership, volunteers, and board members to share impact stories and grow community support.
- Represent Central Storehouse at community events, conferences, and networking opportunities to promote the mission and attract new supporters.

- Perform other duties as assigned.

### **Job Requirements:**

#### **Education & Experience**

- Bachelor's degree required
- 3–5 years of experience in nonprofit fundraising, donor relations, or development
- Proven success in managing fundraising campaigns and donor relationships

#### **Skills & Competencies**

- Excellent written and verbal communication skills
- Strong organizational and teamwork abilities
- Technical proficiency with donor databases, social media, and digital marketing tools
- Proficient in Microsoft Office (Excel, Word, PPT, Outlook)
- Basic math and reading comprehension; fluent in spoken and written English

#### **Personal Qualities**

- Passionate about serving others with dignity and respect
- Responsible, reliable, and self-motivated
- Careful and trustworthy with equipment

#### **Additional Requirements**

- Valid driver's license required
- Ability to work a flexible schedule, including occasional weekends or holidays
- Attendance at all mandatory staff meetings and organizational events

### **Physical and Work Environment Requirements:**

- Perform duties effectively in environments with moderate noise and varying temperatures
- Lift and carry up to 50 pounds safely
- Follow written and verbal instructions accurately
- Read and interpret documents such as safety rules and operating procedures
- Use hands and fingers to operate computers, phones, and other office equipment
- Maintain visual ability to read computer screens and written materials
- Physically able to balance, bend, climb stairs, crouch, kneel, reach, sit, stand, stoop, twist, and walk as required
- Maintain regular and punctual attendance
- Work cooperatively with supervisors, peers, and team members from diverse backgrounds

This job description has been designed to indicate the general nature and level of work performed by Central Storehouse team members within this type of job classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications, which may be required of team members assigned to this type of job function.