



**Position Title:** Director of Development  
**Job Type:** Full-time / Salaried  
**Supervisor/Manager:** Yes, I Supervise Staff  
**Salary Range:** \$85,000 - \$100,000

The Orange County Rescue Mission has been serving the Least, the Last, and the Lost in our community for over 50 years. Our multi-million dollar budget is solely funded by private donations, which enables us to provide meaningful, Christ-centered service to those in need, unencumbered by government regulation or restrictions. Employment at the Orange County Rescue Mission is a unique opportunity to make a profound impact in your community, while fulfilling your calling to serve Jesus Christ. This is a full-time position working on site at our main campus located in Tustin, CA.

The Director of Development is responsible for strategizing, executing and managing the major gifts program, including major donor relations, mid-level donor relations, planned giving, capital needs, and grants, to increase the ministry's funding base of both Orange County Rescue Mission and Hope Harbor under the direction of the Chief Development Officer. In addition, the Director will manage a caseload of 75 qualified major donors where he/she will be cultivating and stewarding donor relationships as well as proactively soliciting and securing major gifts.

**To apply for the Director of Development position at the Orange County Rescue Mission, please visit [www.rescuemission.org/director-of-development/](http://www.rescuemission.org/director-of-development/) to submit an application and Statement of Faith.**

**Job Duties include (but are not limited to):**

1. Develop and implement an annual major gifts strategic plan, in consultation with Veritus Group and the CDO.
2. Using both Salesforce CRM and Excel, maintain a monthly reporting system, analyzing and tracking donor relations, planned giving and grants performance and its alignment to goals.
3. Provide direct management and supervision to the donor relations team, Hope Harbor Development Associate, and Grants Manager.
4. As part of the strategic plan, develop, create, and implement meaningful donor touchpoints, written proposals, strategic asks, and thank you letters.
5. Manage an assigned caseload of 75 qualified donors that includes cultivating, stewarding, soliciting and securing major gifts.
6. Provide support and assistance to managing the CEO's caseload of donors.
7. Create budget forecasts for the next fiscal year based on previous fiscal years' performance and strategic goals.
8. In conjunction with the Planned Giving Officer, Veritus Group and the CDO, develop and implement a planned giving program.
9. Attend donor events and speaking engagements to represent the Rescue Mission as needed.
10. Maintain data hygiene and donor activity in Salesforce CRM.

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**Key Performance Indicators** (what are the main job duties performed that measure success for this position and organization goals): Meet or exceed the following KPI's:

- 1.) 20% YOY growth for qualified major donors on all caseloads.
- 2.) 60% of qualified major donors increasing their YOY giving.
- 3.) 3-3.50% of mid-level donors will move up to the major donor threshold of giving.

### **Job Requirements**

- Education: Bachelor's degree (BA)
- Experience: 4-5 yrs of job related work experience.
- Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write business reports, correspondence and procedure manuals and present complex information.
- Math Skills: Intermediate: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Reasoning: Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

**Driving Requirements:** Required to drive personal vehicle on behalf of company.

### **OC Rescue Mission Standard Qualifications and Requirements for all Positions:**

- Christ-centered behavior at all times while representing the OC Rescue Mission.
- Dependable timely attendance with the ability to continue work during community disasters / emergencies as an "Essential Employee".
- Current member in good standing at a local Bible-believing church.
- Ability to act and think promptly and professionally.
- Completed and signed OC Rescue Mission employment application and Statement of Faith.
- Good verbal and written communication skills sufficient to effectively perform essential job duties.

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- Adhere to the Mission and Values statements and Community Covenant.
- Ensure that all students and guests adhere to all rules, policies and procedures.
- Ability to recognize and maintain confidentiality and information.
- Basic computer and software knowledge and experience along with other technology to effectively perform essential jobs duties.
- Self-motivated to work independently with the ability to be flexible and work as a team.
- Follow all safety rules and maintain a clean, safe and organized work station/area.

**Physical Demands**

How much “on-the-job” time is spent on these physical activities listed below? Mark the box that best represents the time spent performing the physical activities associated with your position.

	<u>None</u>	<u>Under 1/3</u>	<u>Up To 2/3</u>	<u>Over 2/3</u>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using fingers & hands to handle & feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, Kneel, Crouch or Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or Hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much “on-the-job” time in your day is spent lifting the weight amounts and high-risk activities listed below? Please mark the box that best represents the time spent lifting or performing these high risk activities in your position.

	<u>None</u>	<u>Under 1/3</u>	<u>Up To 2/3</u>	<u>Over 2/3</u>
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Work Environment**

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is: Inside working in a private office or cubicle with Minimal Noise..

Dress: Clothing and attire must be in compliance with the company’s dress code policies and meet all safety/uniform standards for attire depending on the job duties and assigned task. If any questions arise as to what is appropriate, speak with human resources or your supervisor.

Please visit [www.rescuemission.org/employment](http://www.rescuemission.org/employment) for more information or contact Human Resources at [jobs@rescuemission.org](mailto:jobs@rescuemission.org) or 714-247-4307.