

Mercy Ships is currently looking for a full-time **Remote Regional Development Manager (RDM) to cover the Western Plains States**. If you are interested in making a difference with an organization that impacts and changes lives around the world, please put your official application in at [careers.mercyships.org](https://careers.mercyships.org)

Mercy Ships is an international faith-based organization based in Lindale, Texas that provides life changing medical procedures to people across the globe through our hospital ships and volunteers are ordinary people working together to achieve extraordinary things!

### **Summary Description**

Raises large gifts, pledges, and letters of intent (LOI), from individuals, family foundations, selected corporate foundations, and corporations within an assigned geographical region.

### **Essential Duties and Responsibilities (Include But Not Limited To)**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Responsible for the personalized contact and moves management plans of between 100 - 150 donors and prospects within an assigned geography. The RDM is expected to meet with 10 to 12 assigned donors and prospects per month. This caseload includes existing donors in the Mercy Ships database, plus selected high net worth individuals, family foundations, and privately-held companies that are prospective donors.
- The RDM works with senior management, selected board members, and regionally-based major gift volunteers to develop a gift cultivation and solicitation plan for each gift. Submit necessary business travel plans for each quarter for approval by the supervisor.
- Recruit a regionally based team of major gift volunteers and when approved, area development staff to support their development efforts. This committee's task is to assist with the identification, qualification, involvement, and solicitation of prospects. The committee chair may be recruited by the MS Board.
- Research new donor prospects and add names to the caseload and database when appropriate.
- Continually update the database on the assigned caseload by entering new information gathered from interactions and other public sources. Include giving capacity, interests, relationships, and motivation data germane to establishing a growing relationship. The database remains the property of Mercy Ships.
- Submit weekly & monthly progress reports to evaluate performance based on goals and objectives. Reports reflect the financial goal for each prospect, forecast for the coming quarter, and donor interaction summary.
- Complete contact reports after each donor interaction and post information in the main database and submit reports to both the Director of Development and the Vice President of Resource Development for review.
- Manage the stewardship plan for each prospect, providing a written or personal report on funds used, and other information pertinent to a donor. Provide this follow up in a professional and timely manner.
- Prepare and maintain an annual expense budget, and submit required expense documentation.
- Set and pursue personal, spiritual, and professional growth and education objectives, and manage time to meet those objectives.

### **Qualifications (Knowledge, Skills, Abilities, and Requirements)**

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Supportive of Mercy Ships mission and vision, and committed to its core values.
- Understand and apply servant leadership, work collaboratively with integrity and demonstrate accountability.
- An understanding of the Mercy Ships health care system including the model, the message, the methods, and the metrics, by which its mission is accomplished.

- A personal and professional commitment to and an understanding of the special purpose, mission, and programs of Mercy Ships. Adhere to Mercy Ships Code of Conduct.
- An understanding of and ability to work with paid staff and volunteers at all levels within the development and governance structure of Mercy Ships.
- An approach, personal bearing, and philosophy that are an extension and representative of the commitment of the Mercy Ships Board of Directors, Founder/President, Staff, donors, and volunteers. Mercy Ships will provide training, videos and access to key staff for understanding our mission, vision and values.
- Note: All employees are required to complete a 3 week training program at the International Support Center in Garden Valley, Texas.
- An ability to command respect from first impressions. The ability to sustain that respect and gain the confidence of others in a first impression setting.
- An ability to organize work and inspire a well-functioning, productive, creative, and collegial team of RDMs.
- An ability to build and ever-deepen relationships with donors, colleagues, staff, subordinates, and volunteers.
- Working knowledge of fundraising methods and understand planned giving tools and strategies.
- Excellent interpersonal, verbal, and written communication skills are essential.
- Working knowledge of the Internet, email, Microsoft Office software including Word, Excel, and Outlook, and has an understanding of contact management software.
- Motivated, self-starter with a desire to achieve personal and organizational goals. Able to work alone without close, direct supervision.
- Travel is expected to be 7 to 10 days per month, depending on assigned geographical region.
- RDM should have their own car, a current US passport, a cell phone, a desk jet printer and access to high-speed internet access.
- A minimum time commitment of forty-hours per week is expected but the work schedule will be flexible, including night and weekend work.
- Reasonable travel and entertainment expenses will be reimbursed with prior approval.

### **Education and Experience**

The requirements listed below are representative of the education and / or experience required.

- Experience with international missions and/or medical background is highly desirable.
- Continuing education in the development field is strongly desirable.
- At least 3-5 years of increasingly productive development related experience and at least 2 years working with high net worth individuals.
- A college degree is preferred. And, additional education at the graduate level is highly desirable.
- Successful completion of Mercy Ships Entry Training will be required within the first year.

### **WHY MERCY SHIPS?**

Mercy Ships provides resources and events that promote the feeling of family and community.

We bring hope and healing to the sick and forgotten poor.

Paid time off, holiday benefits and health and life insurance.

To apply online click [here](#).