



# villages in partnership

## Director of Development

### Job Description

Villages in Partnership (VIP), an independent non-profit corporation based in Allentown, NJ, is a community of people and organizations who are devoted to coming alongside the people living in the remote villages of Malawi, Africa. We experience God's transforming love as we share burdens, solutions, and resources to holistically address six critical needs of human development.

- **OUR VISION** is a world in which communities from across the globe work together in partnership to transform each other's lives, so that people are relieved from suffering and can begin to achieve their full potential.
- **OUR BELIEF** is that we can empower people to raise themselves from extreme poverty by coming alongside them as partners to share each other's burdens, resources and solutions.
- **OUR MISSION** is to build partnerships between villages in the developed world and villages in Malawi to bring about life-changing development for all.
- **OUR MOTIVATION** is to respond to the call of Jesus Christ to love and serve the poor, the hungry, the widowed and the orphaned.

#### **Job Summary:**

Accountable for the Development and Fundraising Strategy for VIP and is a key member of the management team. Its key impact is to maintain and increase donors, who are the lifeblood of VIP. This full time position is based in Allentown, New Jersey, and reports to the Director of Operations. Annual travel to Malawi is expected

#### **Key Responsibilities**

- Accountable for the development strategy and plans for donor care, donor acquisition, donor cultivation and donor retention.
- Responsible for major gift acquisition, developing communication pieces and schedules, event planning and scheduling, metric development and reporting, and any course correction.
- Accountable for fundraising events including the annual Water Walk
- Creates programs such as annual funds and legacy campaigns that are reportable and provide sustainability for VIP
- Develops and effectively delivers presentations to donors, motivating them to participate
- Visits Malawi annually, escorting donors to see VIP's impact firsthand.
- Cultivate, grow, and motivate VIP's network of volunteers
- Serves as a resource to the board to help maximize the Board's potential in fundraising and development.
- Write and submit winning proposals and grants.
- Identify and cultivate new partners that support the mission and vision of VIP
- May manage staff to support development, fundraising, and events.
- Other duties as assigned.



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<b>Competencies</b>	
<ul style="list-style-type: none"><li>● <i>Executive communication</i> skills with the power to persuade</li><li>● <i>Mission ownership</i> – the ability to speak with heart and control as though the VIP mission is your own personal mission</li><li>● <i>Relationship skills</i> with the power to drive action.</li><li>● <i>Empathy</i>, with the ability to translate dollars to lives changed.</li><li>● <i>Great cultural sensitivity</i> with the ability to adapt and cross cultures.</li><li>● <i>Leadership ability</i> that inspires and fans an air of confidence.</li><li>● <i>Excitement and enthusiasm</i> about the VIP mission.</li></ul>	<ul style="list-style-type: none"><li>● <i>Creativity</i> – to identify new approaches, new pockets of donors, and new ways of reaching current ones.</li><li>● <i>Project management</i> – project management skills that result in flawless reporting, education, and execution</li><li>● <i>Smart work</i> – hard work is appreciated, but smart work is truly valued. This includes the ability to self-manage from a project plan, communicate from a project plan, and be known as one who meets commitments.</li><li>● <i>Flexibility</i> – the ability to work and connect when donors are available, which can require changes to work schedules</li><li>● <i>Tenacity</i> – being fearless when brainstorming new plans, approaches, and programs, and motivating others to listen if something has been “tried before” or “sounds too hard.”</li></ul>
<b>Knowledge, Skills, Abilities, &amp; Other Qualifications</b> <ul style="list-style-type: none"><li>● Christian faith required</li><li>● Previous examples of driving significant results as compared to original revenue, numbers of donors, and participation levels</li><li>● Five+ years of development experience with increasingly complex goals and deliverables</li><li>● Related bachelor’s degree (international, business, non-profit management, or similar) with a master's preferred (especially if related to the work of VIP)</li><li>● Certified Fund-Raising Executive (CFRE) is a plus</li><li>● CRM experience preferred</li><li>● Exemplary verbal and written communication skills</li><li>● Power user status in Microsoft 365 – with the ability to create compelling Word, Excel, and PowerPoint documents.</li></ul>	
<b>Other Working Requirements</b> <ul style="list-style-type: none"><li>● Ability to travel domestically and internationally; travel estimate is 1-2 domestic trips per year (may include weekends); minimum of 1 trip to Malawi per year for 3+ weeks while hosting travel teams of donors</li><li>● Ability to present and engage virtually and in-person</li><li>● This job description represents the major responsibilities, qualifications and description of the position. Related duties not detailed here may be assigned as required to advance the work of VIP.</li></ul>	