



National **Benevolent** Association
of the Christian Church (Disciples of Christ)

Job Description

Director of Development

Job Title: Director of Development

Reports to: Vice President of Development & Marketing

Effective Date: September 15, 2025

POSITION SUMMARY:

The Director of Development conceives and implements strategies designed to realize the NBA's philanthropic goals through a comprehensive development plan. In collaboration with the Development Team, the position provides guidance and oversight for managing, growing and evaluating current development strategies as well as designing and implementing innovative efforts that expand philanthropic giving to the organization. This position co-leads (in partnership with the Director of Marketing) the functional operations of the Development and Marketing Team, including project management, tracking strategic goals, and implementing the overall work of the Department.

The Director of Development will be a mission-focused development professional with an understanding of, and commitment to, a faith-affiliated nonprofit that values equity and systemic racial-justice approaches. The Director of Development is expected to lead by building collaborative partnerships, participate in creating an organizational culture with a strong team orientation, and to perform effectively within NBA's stated commitment to belonging, equity, inclusion, and diversity.

As a nonprofit serving in the U.S. and Canada, NBA seeks to accompany and partner with diverse communities and stakeholders. We value intersectionality and cross-cultural communications.

Essential Duties and Responsibilities:

Donor Development

- In partnership with the Vice President of Development and Marketing and the Director of Marketing, determine strategy and key goals; develop a comprehensive and integrated plan for Development and Marketing of the NBA mission and ministries.
- In collaboration with the Development Team, implement and achieve NBA's fundraising strategies for long-term growth and sustainability of the organization.

National Benevolent Association
Position: Director of Development

- Design and implement, in partnership with the Development Team, an annual fundraising strategy to achieve budgeted goals encompassing annual fund, major gifts from individual and institutional donors, special campaigns, foundations/grants and Planned Giving.
- Analyze giving trends and consult with the Development Team to steward donors who support the annual fund, major gifts, and special campaigns.
- Establish metrics by which to evaluate NBA's progress toward aggressive development growth goals.
- Implement donor relationship management best practices and support the VP of Development and Marketing and the President & CEO as they manage a portfolio of major gift prospects.
- Execute NBA's development strategy with research and proposal creation for prospective donors, foundations, and grants.
- Collaborate with the Director of Marketing to design messaging and development engagement, including communications across digital, print/direct mail, electronic media, special events, and other channels that support the cultivation of current and prospective donors.
- Build an organization-wide culture of philanthropy at NBA by engaging key internal stakeholders, including trustees and staff, in fundraising activities.

Organizational and Departmental Management

- In collaboration with the Director of Marketing, oversee daily operations of the Department, which includes:
 - Create agendas and materials for Department meetings, brainstorming sessions and strategic discussions.
 - Help manage operational effectiveness and oversee implementation of improvements within the Department.
 - After a major development/marketing effort, do a retrospective on what went well and what can be improved. Document the learnings and review prior to the next project.
 - Ensuring collaboration and communication between the Development and Marketing Team and other NBA Departments and Teams.
 - Support Departmental goal setting, tracking and evaluating progress.
 - Build and manage relationships with independent contractors and vendors.
- Partner with the VP of Development and Marketing and the Director of Marketing to develop agendas and materials for Board of Trustee meetings; occasionally attend Board Meetings.
- Lead, as appropriate, organization-wide teams and specific tasks, particularly when there is opportunity to highlight philanthropic opportunities
- Facilitate the increased visibility of NBA as an institution for charitable giving within the Christian Church (Disciples of Christ) and in broader circles.

National Benevolent Association
Position: Director of Development

- Represent the organization in various settings across the Christian Church (Disciples of Christ) in attending meetings and events, as directed by the VP of Development & Marketing.
- Serve as resource to the wider NBA network of partners and partner organizations, around best practices in donor development and fundraising.

Development Management & Administration

- Supervise the Development Associate and contract staff, as applicable.
- Oversee donor recognition process that includes meeting donor intent.
- Oversee and manage the donor database.
- Partner with Development and Marketing staff to refine and create NBA's philanthropic case for support to be employed in a variety of formats.
- Provide briefings, reports, and other high-level correspondence related to development and donor relations.
- Manage and adhere to the allocated budgets related to the Development Team.
- Serve as liaison to NBA consultants and help select future vendors for development-related projects.
- Other duties as assigned.

Required Skills and Abilities

- Leadership and Project Management Skills: Proven ability to lead and manage teams, with experience in strategic planning and project management. Project management skills should include a clear understanding of tactical fundraising systems (e.g., prospect tracking, scheduling, contact management maintenance, etc.). Attention to detail, flexibility, and a self-starter with a high degree of autonomy and accountability;
- Communication Skills: An articulate and persuasive communicator, both in speaking and writing, with a disposition of active listening, comfortable receiving input from many sources, and able to act on information to develop increased support;
- Confidentiality: Ability to maintain confidentiality of donor information and a finely-tuned sense of discretion; familiarity and adherence to a fundraising code of ethics.
- Commitment to Equity: A demonstrated commitment to social justice and advocacy work; including experience working with persons from diverse cultural, social, and ethnic backgrounds including those within the disability community. The ability to appreciate historical contexts, discern nuances of relationships and power dynamics, understand racial/ethnic realities, and respect community needs and desires is important.

National Benevolent Association
Position: Director of Development

- Adaptability and Outlook: An optimistic outlook and the humor, integrity and patience necessary to work within a transformative environment which includes a high tolerance for ambiguity and the ability to adapt quickly to change;
- NBA Commitment: Knowledge of and commitment to the mission, values and goals of NBA and knowledge and understanding of the Christian Church (Disciples of Christ) denomination, and the covenantal relationship with NBA.

Supervisory Responsibilities

Supervision of the Development Associate and independent contractors.

Education/Experience:

- Significant experience in development, fundraising, or a related field, preferably within a nonprofit organization.
- Comprehensive experience with a donor tracking database (NBA uses RaisersEdge NXT)
- Experience and/or willingness to work in an organization with a decentralized and distributed workforce with the flexibility of working from home, St. Louis office, or while traveling on donor/prospect visits.

Work Environment:

- This position is remote. You will need a dedicated space for an office.
- Extensive use of technology required.
- Work in virtual and in person settings; working alone at times and with diverse groups at other times.

Physical Requirements:

- The ability to communicate in person, on video screen, on the telephone, and in front of large groups of people.
- The ability to meet a rigorous travel schedule that includes managing luggage of up to 50 lbs. One may occasionally need to lift marketing and work materials, 40 lbs or less.
- The ability to participate in prolonged periods of sitting or working at a computer.

Travel Requirements:

This position requires travel 3-4 days per month or 6-7 work trips annually.

National Benevolent Association
Position: Director of Development

Salary:

\$94,603 plus robust benefits including healthcare, generous vacation leave, sabbatical leave, & pension plan.

Equal Opportunity Statement:

NBA is an equal opportunity employer and affords equal employment opportunities to all employees and applicants without regard to an applicant's race (including traits associated with race, for example, hair texture and protective hairstyles such as braids, locks, and twists), color, religion (except where religion is a bona fide occupational qualification), national origin, ancestry, age, sex, sexual orientation, gender (including gender expression, gender nonconformity, and transgender status), familial or marital status, (including civil union status, and domestic partnership status), pregnancy, pregnancy-related conditions, genetic characteristics, atypical hereditary cellular or blood trait, AIDS/HIV status, citizenship status, work authorization status, service in the uniformed services, or any other characteristic protected under the applicable federal, state, or local law.

It is the policy of the NBA to recruit, hire, promote and train individuals based on individual qualifications and without regard to any characteristic protected under the applicable federal, state, or local law. (*NBA Employee Handbook 2025-2026*, page 5)

TO APPLY FOR THIS POSITION:

To apply, go to:

<https://www.nbacares.org/about-nba/careers/director-of-development>

Questions? Email careers@nbacares.org