



KCCAC DEVELOPMENT DIRECTOR

The Development Director (“DD”) is the “face” of KCCAC, a Christian organization, both on and off the job, and has operational responsibility for fundraising, community awareness, public relations, events, and marketing for Kerr County Christian Action Council (“KCCAC”). This is a salaried position, and the work required cannot be done in 40 hours per week.

Reports to: Executive Director

Directly Supervises: Outside Contractors, as needed

DD Responsibilities and Duties:

- 1) Leading the Fundraising efforts of KCCAC through the creation and execution of an Annual Fundraising Plan designed to:
 - a) Build relationships and credibility for KCCAC with our primary funding sources: events, individual donors, churches, companies and foundations.
 - b) Secure sufficient funds to ensure the financial health of the organization
 - c) Attends all fundraising events as needed.
- 2) Developing and executing a Communications Plan that:
 - a) Develops effective promotional materials to build brand awareness for our different facilities – TPRC, FCRH and Miss Kathy – throughout our entire Hill Country service area.
 - b) Expands Community Awareness through Social Media outlets, Quarterly Newsletters, Appeal letters, Fundraising events, email blasts, etc.
- 3) Enhancing and protecting the image of KCCAC by being active and visible in the community and by working closely with individuals, churches, companies and community organizations.
- 4) Serving as the primary spokesperson for KCCAC to the organization’s constituents, the media and the general public.
- 5) Promoting KCCAC through speaking engagements; e.g. churches, radio, schools, and other appropriate venues.

- 6) Furthering the religious mission of the ministry of KCCAC through prayer or other duties.
- 7) Participating in corporate prayer as part of KCCAC's ministry

Qualifications:

- 1) Must be a mature Christian evidenced by being committed to a Bible believing church, with personal growth and life choices:
 - a) Demonstrates a personal relationship with Jesus Christ as Lord and Savior.
 - b) Practices an active prayer life, interceding with God and trusting Him for whatever fruit our ministry produces.
 - c) Demonstrates a knowledge of, and an ability to, share the gospel with others comfortably.
 - d) In full agreement with KCCAC statements of Faith, Mission, Code of Christian Conduct and Commitment of Care.
- 2) An Unshakable Pro-Life Conviction, without apology, compromise or exception, that abortion is the unspeakable and sinful taking of an innocent human life and the willingness to stand up for that belief and for the Mission Statement of KCCAC.
- 3) A Reputation for Integrity, moral purity, initiative, enthusiasm, thoroughness, dependability, and sound judgment.
- 4) At least two years of experience in fundraising, public relations, and marketing.
- 5) Persuasive and passionate written, verbal and public speaking skills.
- 6) Successful and comfortable with marketing concepts and public relations activities.
- 7) Strong work ethic with a high degree of energy.
- 8) Action-oriented, entrepreneurial, adaptable and innovative. Able to make decisions quickly with sound judgment.
- 9) Resilience to handle intense pressure, stress, and to accept challenges, setbacks and rejection without inappropriate disappointment or personal reproach.
- 10) Self-directed and experienced in carrying out responsibilities with minimal supervision.
- 11) Bachelor's degree or related experience equivalent.
- 12) Able to convey a loving, non-judgemental attitude at all times.

Employee Signature: _____ Date: _____

Executive Director _____ Date: _____