

**ALPHA PREGNANCY HELP CENTER**  
**Director of Engagement/Development**  
**Job Description**

**Objectives:** To organize and oversee the development and engagement activities of the ministry, including fundraising events, development/event volunteers, the creation of public relations materials, donor communications materials, website maintenance, as well as administrative functions related to donor revenue, maintaining database, and overseeing the efficiency of office procedures and tasks related to development activities.

**Reports to:** Executive Director / Salary: \$16.00/hr, 32 hours/wk = \$26,624/annually

**Qualifications:**

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Agree with and is willing to uphold the Statement of Principle, Statement of Faith & Lifestyle, and policies of the center.
4. Has at least two years supervisory experience.
5. Exhibit skill in interpersonal communication, writing and problem solving.
6. Capable of and agreeing to respecting and keeping information confidential.
7. Ability to carry out responsibilities with little supervision.

**Responsibilities:**

**Administrative:**

1. Maintains current mailing list and donor activity in the database.
2. Assists Exec. Dir. with communications, website content, constant contact, mailing and production of newsletters, donor letters, giving statements, Gala invites, and event announcements (bulk mailings).
3. Oversees the posting of donations and weekly deposits, and works with Financial Asst on financial tasks.
4. Creates and generates center materials/brochures.
5. Organizes fundraising administrative details prior to, during and following events.
6. Oversees the efficiency of general office procedures and tasks related to development (ex: monthly receipts, donor communications, keeping inventory of office supplies and ordering as needed).
7. Assists Exec. Dir. in developing and maintaining church, business and community org relationships through speaking engagements, open house events, and enlarging the support partner/donor base.
8. Develops and maintains relationships within the community to promote the work of the center.
9. Works with volunteers and staff to accomplish the tasks associated with development and engagement.
10. Additional admin tasks and responsibilities as assigned.

**Development:**

1. Coordinates components of fundraising events.
2. Coordinates development volunteers, including church liaisons/Alpha Ambassadors.
3. Assists Exec. Dir. in coordinating donor appreciation.
4. Assists Executive Director with community events in Merced County.

