



Fundraising Director

A Ministry Position

Organizational Overview:

Step By Step Worldwide Ministries exists to rescue Abandoned Children with Special Needs, and to demonstrate the love of God toward every life He places into our care. Our commitment is to provide each of our children and resident adults with our Three-fold Purpose, "A Home - A Hope - A Future." We as a mission organization and family of faith, have committed to love unconditionally, show Christ-like compassion to the destitute, while using whatever gifts and resources we have, to help meet the needs of not only the children we receive, but also those in the local community. Our international base is established in Ghana, West Africa, and as the Lord directs our steps, we will fulfill the name He has given us, by expanding to additional nations worldwide.

Personal Expectations:

The individual selected must embrace and be a willing public representative of the organization, promoting the organization personally, in a manner of gentleness, kindness, and humility. A Director for Step By Step Worldwide Ministries must display our core values at all times, presenting themselves as the ambassador of the organization.

Character Required for the Position:

The individual selected as the Fundraising Director, must reflect the biblical values outlined in our statement of faith. In all areas of responsibility, the likeness of Christ must be imitated and demonstrated in word and deed. At all times the individual shall demonstrate the character and conduct of the Holy Spirit, exuding God's love and faithfulness to others.

Financial Commitment:

Every calendar year, each Director shall be expected to demonstrate their priority and commitment to the Corporation through giving. The contribution must be measurable, defined, recognized, and approved by the Board of Directors, and recorded in the minutes of the Year End Board of Director's meeting.

General Description of Position:

Develops all aspects of the fundraising process, oversees all activities, functions, events, and presentations, serving as the sole point of contact, on behalf of the Board.

Overview of Duties/Responsibilities:

General duties and responsibilities include fundraising strategy, event planning, project management, identification of new donor bases, and the direction, coordination, and solicitation of donated funds. The Fundraising Director will organize and head the Fundraising Executive Committee, including all actions of the committee, its assignments, actions, and reporting of results. The Director shall oversee all facets of Grant writing. They shall be responsible for developing a cost-efficient annual budget, and report all actions and results to the Board of Directors. At all times the Fundraising Director, will act as a liaison with fundraising partners and affiliated organizations. They shall be responsible for all areas

of fundraising administration. The Fundraising Director shall attend scheduled Board meetings and present updates on the progress of the annual plan.

Qualifications/Experience/Abilities:

- Proficiency in word processing, PowerPoint, Excel
- High level of understanding and use of all social media platforms, a social influencer.
- High level of written, oral, and interpersonal communication skills
- Project and time management skills including the ability to multi-task with accuracy
- Proactive mindset with the self-motivation and ability to influence and work with others
- Ability to travel, and be able to maintain a flexible schedule during peak periods of fundraising
- Results oriented, dependable, faithful, and passionate for the work at hand

Fundraising Strategies:

- Develop strategies and execute media campaigns on all platforms of social networks available to the organization, including: Facebook, Instagram, Twitter, YouTube, LinkedIn, Constant Contact, and Web Blogs.
- Develop print media strategies for use in presentations to the following: press releases, radio stations, sporting events, and television outlets.
- Develop audio/visual presentations to accompany in-person presentations, complementing power point presentations and live feeds.
- Develop multi-audience strategies to appeal to a wider reach of potential donors

Event Planning/Project Management:

- Develop time specific plans of action for each event during the year
- Develop and maintain a project management plan to account for time sensitive acquisitions of resources for scheduled events.
- Develop a team management plan of action to provide adequate human resources for each event.
- Timely execution of all events keeping in mind

Management of Donor Bases:

- Work hand-in-hand with our foundational donor platform, Qgiv, to implement strategies in the retention of sunseting, expired, and new donors.
- Continually monitor donor reports, transactions, and annual year-to-date increases/decreases

Solicitation of Donated Funds:

- Develop and implement procedures in soliciting funds from various and diverse groups to assure maximum impact of effort.
- Detail communications with prospective donors and the Board, the timelines agreed upon for executing the fulfillment of donation pledges.
- Maintain discretion in the acceptance of donations, considering the purposes of the organization and in regard to kingdom principles.

Grant Writing:

- Work with all branches of governmental, private foundation, and philanthropic grant offerings, to obtain available and pertinent donations related to the purpose of the grant and the organization's goals.
- lead an assigned individual or team in the application and "Grant writing" process, to assure timely submissions.
- Guide the organization in the implementation of grant awards to assure criteria are met without compromise.

Team Building: (Volunteers)

- Recruiting of Executive Committee team members
- Training, coaching, and motivating, of all Committee team members in the execution of their assigned positions.
- Lead the success-minded team in the coordination and implementation of fundraising objectives.

Liaison Affairs:

- Communicate current needs, future needs, and special projects to groups, organizations, and churches on a consistent basis.
- Arrange speaking engagements with community, church, and corporate groups, to solicit volunteers for the organization.
- Meet with donor partners on a regular basis to maintain healthy collaboration within the partnership.

Annual Budgeting:

- All areas including expenditures, expected return on investment (ROI), and projected income.
- Prepare quarterly reports on status of current budget overruns, shortfalls, and surpluses
- Shall prepare and present to the Board in November of each year, the following year's fundraising budget

Administrative:

- Maintain all records of the fundraising department, utilizing organizational software and storage methods.
- Meet all governmental requirements in the reporting of donations, grants, and all other forms of funding.
- Timely reporting of all governmental and donor base interactions, obligations, and mandates, at each scheduled or interim meeting of the Board of Directors.

Board Meetings:

- Must be present at all meetings of the Board of Directors.
- May request an interim meeting to present time sensitive issues relating to the fundraising of the organization.
- Present annual budgets and strategies going forward, at the November meeting of the Board of Directors.

Term of Office

(Organizational Bylaws Article 3 Section 2) - At each annual meeting held during an election year, or during a specified interim meeting, the currently seated members of the board shall elect directors to hold office for renewable terms of three years. Each director shall hold office until the expiration of the term for which he or she was elected, and if applicable, until his or her successor has been elected and shall have qualified, or until his or her prior resignation or removal.

The Fundraising Director is a Volunteer Ministry Position.

Interested candidates should apply directly by contacting the organization via our website, phone, social media, or in person.

Step By Step Worldwide Ministries is registered as a **501c3** non-profit charity in good standing with the United States Department of Internal Revenue. **EIN# 84-3369147**. Please find our profile on GuideStar, where we have been awarded the "Platinum" level of participation demonstrating our commitment to nonprofit transparency.

(This position is open as of the latest update of this document)

06/12/2021