



## Director of Development

### **Mission Statement for Rainbow Acres**

**Rainbow Acres provides a unique Christian community dedicated to enhancing the quality of life for adults with developmental disabilities by assisting each individual to achieve mental, physical, social, vocational, and spiritual growth to their fullest potential.**

Rainbow Acres is an independent not-for-profit Christian ministry. Established in 1974, Rainbow provides a residential community to fulfill its mission. An independent, self-perpetuating Board of Trustees from Arizona and across the nation governs the ministry.

**Job Title:** Director of Development

**Department:** Advancement

**Reports to:** President/CEO

**Prepared Date:** April 2023

**Summary:** The Director of Development partners with the President/CEO to establish and execute strategies to achieve the organization's fundraising goals. She/he works in partnership with the members of the team to create a strong base of financial support through major gifts, corporate support, events, and grants.

### **Minimum Professional Requirements**

The Director of Development will be a professional with a minimum of a Bachelor's Degree in an appropriate field and a minimum of 5 years of related experience. Possess highly effective verbal and written communication skills; effective time management; ability to prioritize and multi-task with minimal supervision; strong attention to detail; possess a sense of humor, kindness, creativity, flexibility, and the ability to work well with others. A strong work ethic and a high degree of professionalism are crucial. Evidence of strong Christian commitment is preferred. Evidence of strong ethical standards and moral character is essential, along with sensitivity to the needs of the Ranchers.

---

### **Professional Responsibilities**

1. Uphold the personnel policies, mission, and vision of Rainbow Acres to facilitate a quality Christian community on Rainbow Acres for the benefit of the Ranchers
2. Work with the President/CEO to create and implement a multi-year advancement strategy and plan that maximizes financial support from individuals, corporations, and foundations
3. Research foundations outside of Arizona that seem to have an interest in supporting ministries like Rainbow Acres that provide services to the developmentally disabled adults
  - Develop "Letters of Inquiry" to secure approval to submit a proposal
  - Develop proposals according to each foundation's specific guidelines
  - Coordinate with the advancement team as well as other staff to obtain needed information, including financial and demographic data for proposal
4. Manage a personal portfolio of donors to strategically sustain and increase their support and assist the President/CEO and board members to do the same



5. Familiarity with or willingness to be trained in the Benevon Model for Sustainable Fundraising and carry out events as designed by the Benevon Model
  - Develop presentation materials. Conduct planned giving seminars for regional and national partners and affiliates.
  - Host the annual fundraising luncheon
  - follow-up calls with all guests of events
  - provide tours of the ranch to potential donors, Resident families, volunteers, and guests interested in our mission
  - develop knowledge of Resident's life stories as well as aspects of the Rainbow Acres program that make it unique and compelling to those hearing about it
  - Coordinate speakers for monthly presentations
6. Ongoing communication with guests and donors for the purpose of gratitude
7. Work to notice preferences of guests to encourage engaging with our mission on their terms
8. Maintain information in donor software pertaining to guests and donors
9. Assist staff speakers, Board members, Residents, and parents or volunteers to equip them to share stories on behalf of Rainbow Acres as prescribed by the Benevon model
10. Be an ambassador for Rainbow Acres in the community through the Verde Valley Tax Coalition, Leap of Faith Learning events, and any events where community donors are involved so that they know that Rainbow Acres values the relationship with them
11. Weekly, monthly, and quarterly reports and meetings to outline progress, challenges and to communicate needs
12. Other tasks as assigned by the President/CEO

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; and talk; or hear. The employee is required to sit for long periods of time. The employee may be required lift and/or move more than 25 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.