



<b>Job Title:</b> Assistant to the President – Development	<b>Reports to:</b> District President
<b>Reporting Positions:</b> Assigned support staff	<b>Updated:</b> December, 2021
<b>Job Description</b>	
<p><b>Position Role:</b>            Serve the Michigan District in areas of institutional advancement, relationships with constituents and funding for ministries.</p> <p><b>Position Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide for the development needs of the District, including:               <ul style="list-style-type: none"> <li>○ Maintain and grow a database of donors (Build relationships with givers by face-to-face visits.) Seek to discover and further develop new avenues of approach to donor development and relations.</li> <li>○ Continued renewal of existing donors with ongoing commitments into the future after a pledge period.</li> <li>○ Congregation Sunday morning visitations—District Sunday (minimum – 20 per year).</li> <li>○ Encouraging congregational support for District ministry through the communication of the vision and mission of the District; and management of the annual congregational commitment process.</li> <li>○ Promoting the District Endowment Fund.</li> <li>○ Coordinating grants and seeking third source funding alternatives for District ministry.</li> </ul> </li> <li>• Serve as campaign manager for any capital campaigns the District establishes.</li> <li>• Consult with the Director of Communications on various publicity and marketing efforts of the District.</li> <li>• Accept other responsibilities as assigned by the District President.</li> <li>• Work alongside the LCMS Foundation gift planner in the Michigan District for legacy gifts.</li> <li>• Maintain friendly relationships with Michigan District staff and members of the Board of Directors.</li> </ul> <p><b>Position Requirements/Preferences:</b></p> <ul style="list-style-type: none"> <li>❖ A personal relationship with Jesus Christ and a demonstrated Christian life.</li> <li>❖ A person with a deep love and understanding of the ministry of the District and its congregations or a willingness to develop such love and understanding.</li> <li>❖ A minimum of a Bachelor's degree in development, marketing, communications or a related field.</li> <li>❖ At least 5 years experience in the area of development.</li> <li>❖ A clear thinker and communicator.</li> <li>❖ A people sensitive person able to motivate, supervise, and work with others.</li> <li>❖ A person who attends to detail and who follows through on projects.</li> <li>❖ A self-starter who can perceive a situation needing attention and can quickly resolve it.</li> <li>❖ A life-long learner that keeps abreast of the latest in organization advancement and capital development.</li> </ul>	