



Michigan District, LCMS

Job Title: Director of Development	Reports to: District President
Reporting Positions: Assigned support staff	Updated: April, 2023
Job Description	
<p>Position Role: Serve the Michigan District in areas of institutional advancement, relationships with constituents, and funding for the District and its ministries.</p>	
<p>Position Responsibilities:</p> <ul style="list-style-type: none">❖ Work with congregations to build and sustain financial support for the District.❖ Maintain and grow a database of donors.❖ Make Sunday morning visits to congregations—District Sunday (minimum – 20 per year).❖ Manage annual congregational commitment process and follow up.❖ Promote the District Endowment Fund.❖ Coordinate the seeking of grants and third source funding alternatives for District ministry.❖ Serve as campaign manager for any capital campaigns the District establishes.❖ Consult with the Director of Communications on various publicity and marketing efforts of the District’s development efforts.❖ Accept other responsibilities as assigned by the District President.❖ Collaborate with and work alongside the LCMS Foundation’s Gift Planning Counselor in the Michigan District for legacy gifts.❖ Provide advice and coaching for self-funding of District sponsored ministries.❖ Consult with congregations on capital campaigns.❖ Maintain friendly relationships with Michigan District staff and members of the Board of Directors.	
<p>Position Requirements/Preferences:</p> <ul style="list-style-type: none">❖ A strong faith relationship with Jesus Christ and a demonstrated Christian life❖ Being an energetic, highly motivated self-starter❖ A minimum of a bachelor’s degree in development, marketing, communications, or a related field❖ Outstanding relationship building and communication skills❖ Unquestioned personal and professional integrity and executive presence❖ At least 5 years’ experience in the area of development❖ Attention to detail and following through on projects❖ Being a life-long learner that keeps abreast of the latest in organization advancement and capital development❖ Ability and willingness to travel❖ Must have a valid driver’s license	