



INSPIRING and EQUIPPING Christians in FULFILLING the Great Commission



DIRECTOR OF DONOR RELATIONS AND DEVELOPMENT

Living Waters Publications is a dynamic, evangelistic ministry committed to leveraging all levels of media for the biblical proclamation of the gospel. From humble beginnings over 20 years ago when the Comfort Family moved to the United States, God continues to cause Living Waters to grow and execute vital outreaches touching the body of Christ, such as our films “180” and “Evolution vs. God,” our daily webcast “The Comfort Zone,” our internationally broadcast television program “The Way of the Master,” as well as our large variety of publications and gospel tracts. We are excited to continue to move forward with our energized base of financial partners as we provide the opportunity for their evangelistic reach to be extended beyond their personal sphere to the entire globe. Changes in staffing have made it necessary to locate a committed and energetic individual who is qualified to become our new Director of Donor Relations and Development.

Responsibilities

- Cultivate, develop and nurture relationships with current and potential major donors to secure financial support for the work of the ministry. This will include donor research, ongoing and personalized face-to-face, phone, email and other written communications, direct asks for support and follow through on communicating the ongoing results due to the donor’s support partnership;
- Coordinate the overall major donor development efforts for yearly operating budget goals for the various programs and initiatives of the ministry including all facets of the direct mail and web-based appeal efforts;
- Manage donor database and reporting system to ensure effective and complete reporting to Senior Managers and Board of Directors;
- Assist in developing, strategizing, and coordinating the implementation of annual and special capital campaigns from start to finish.
- Help continue to develop and manage the Donor Development and Relations Department.
- Moderate to significant travel is required – the Donor Development and Relations must make several week-long donor-related trips per year.

Skills and Experience

- Skills to articulate effectively, intelligently, credibly, and passionately the story, vision, and mission of Living Waters and The Way of the Master Ministries;
- Skills to articulate effectively, intelligently, credibly, and passionately the financial resource needs of the ministry;

- Ability to foster relationships with individuals and organizations, in which the precept of faithful stewardship of God's blessings is the motivating force behind any financial support that is attached to the ministry;
- Experience lending itself to organizing and executing opportunities for the ministry to make presentations to churches, donor audiences, and foundation representatives overseeing grant-making; and
- Experience with donor data software programs, preferably Donor Perfect and proficient with MS Excel.
- Exposure to and experience in the process by which Christ-centered relationships are developed within business settings.

Critical Personal Qualities

- Committed and mature Christian who understands and that God alone supplies and directs. We are simply tools for His glory;
- Exceptionally high level of honesty and integrity, and possesses an impeccable, humble character;
- Extraordinary ability to initiate and build relationships with people of all walks of life;
- Comfortable in relating to a wide variety of people and personalities;
- Professional presentation in demeanor and written and oral communication;
- Passionate commitment to and understanding of our vision and mission;
- Articulate;
- Self-starter and Proactive;
- Creative and energetic problem solver;
- Intelligent listener and good interpersonal communicator;
- Works well under stress and deadline pressures;
- Sustained positive attitude;
- Personable. Makes all those around him feel comfortable;
- Highly developed capacity to accurately and objectively evaluate the effectiveness and outcomes of strategies, programs, and activities – and to make appropriate adjustments;
- Leadership abilities for evaluating strategic needs, developing strategies, task oriented team building, team mobilization and management;
- High level of comfort relating to leaders and people of influence and affluence; and
- Disciplined and able to prioritize.

Education and Experience

- Bachelor's or higher level degree preferred, but not required.
- Experience working for a Christian, non-profit ministry in the area of Donor Development and Fundraising preferred. Special consideration will be given to candidate with a Certified Fund Raising Credential (CFRE).
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- Direct Donor Development management experience preferred, but not required; and
- General departmental management experience preferred.

Salary and Benefits

Living Waters provides a generous medical and dental insurance package to all qualified employees, as well as vacation, sick, and personal time allowances. Salary range for this position will be determined by qualifications and experience of the applicant. This position is based in our Bellflower, California headquarters. If you are presently located outside of California, please submit your resume, and simply indicate whether or not relocation is an option.

All interested individuals must send their current resume and salary requirements to: hr@livingwaters.com . No phone calls, please. Resumes without salary requirements will not be considered.