**Job Description**

**Development and Grants Director**

**Reports to: Executive Director**

**Job Summary**

Equipping Farmers International (EFI) is seeking a dynamic and experienced Director of Development (DEVELOPMENT DIRECTOR) to establish and lead our comprehensive development program. This new role is crucial to the growth and sustainability of EFI's mission. The DEVELOPMENT DIRECTOR will report directly to the Executive Director and be instrumental in driving our fundraising initiatives, building strong donor relationships, and securing the financial resources necessary to support our work. The Administrative Director has the flexibility to be based in Chattanooga, Tennessee, or work remotely, providing an opportunity for a diverse range of candidates to apply.

The DEVELOPMENT DIRECTOR's primary responsibility will be to lead efforts to increase EFI’s general giving revenue. The initial goal is to improve our annual base funding to $700,000 within the first three years. This will involve recruiting 1,000 monthly donors at $40 per month and 150 donors at $100 per month.

The successful candidate will also help EFI develop major gifts and capital campaigns, targeting donors who can contribute $25,000 to $50,000 annually.

The DEVELOPMENT DIRECTOR will also help EFI identify long-term strategic priorities for its development program and exploit other opportunities to fund EFI’s work through foundation-based grants and organizations that fund international agricultural development programs.

The DEVELOPMENT DIRECTOR will also be expected to help EFI staff grow overall revenue to support their ministry programs and foster a passion among trainers and staff for fundraising.

**MAJOR RESPONSIBILITIES**

EFI’s development director must create a clear case for support, provide sound and committed leadership, identify and engage a qualified group of donor prospects - including high-capacity individuals and organizations - and design and execute a plan to achieve the organization’s goals.

* **Strategic Planning and Coordination:**
  + Develop a multi-year strategic fundraising plan to identify and cultivate donors from both internal and external constituencies, including high-capacity donors.
  + Create and manage both short-term and long-term financial development budgets to support the expansion of EFI's mission, vision, and values.
  + Work directly with the Executive Director and board members on critical development tasks.
  + Coordinate the fundraising and development efforts of staff, trainers, board members, and volunteers, providing coaching as needed.
* **Donor Cultivation and Relationship Management:**
  + Create and maintain an expanding pipeline of mission-aligned prospective donors.
  + Develop and deepen relationships with current major donors.
  + Nurture a spirit of biblical generosity among board members, staff, trainers, supporters, and other stakeholders.
* **Fundraising Campaigns and Events:**
  + Work with the Director of Communications to create compelling materials that present a strong case for donor support.
  + Plan fundraising events in collaboration with the communications director.
* **Grant Development:**
  + Develop a basic grants program to secure additional funding sources.
* **Staff Development and Support:**
  + Provide coaching in a trust-based environment, empowering all staff to fund the ministries under their areas of responsibility.

**EDUCATION, QUALIFICATIONS, AND EXPERIENCE**

* Passionate for the mission and vision of EFI
* Certification by EFI in at least a one-week training program
* Committed to relationship-based donor discipleship.
* Practices “generous living” and finds motivation and joy in helping others.
* Has direct experience in professional fundraising or possesses transferrable skills and knowledge from a similar role in sales, promotions, or marketing. Experience with annual funding, major gifts, and capital campaigns is preferred, as is knowledge and expertise in planned giving.
* Must have excellent communication skills to tell our story genuinely and positively, in person, by phone, and in writing.
* A background in World Missions is strongly desired.
* Christian spiritual maturity is evident.
* Administratively gifted.
* Bachelor's Degree in a relevant field such as Nonprofit Management, Business Administration, Marketing, Communications, or a related area.
* Fluent English speaker. Multilingual candidates (French or Spanish) will be given priority.
* Willing and able to work a flexible schedule, including evening hours and travel as needed.
* Able to work in and foster a collegial environment appropriate to a ministry organization.
* Possesses or is willing to obtain the Certified Fund Raising Executive (CFRE) designation.

This Job Description should not be interpreted as exclusive, as the job may occasionally require other duties to be done as the Executive Director sees fit. This is in no way a complete representation or list of all jobs that may be required, and the Organization reserves the right to change or amend such job description as Management may require from time to time. The undersigned has read and understood all the duties and responsibilities required for this position.