



Development Director

Connect passion with purpose: The Pastoral Institute is a safe place for healing where people can be heard without fear of judgement. We offer a haven for clients to tell their story, gain hope and become stronger. We are a center of excellence providing counseling services and educational services to people in the Chattahoochee Valley. We are committed to the health of the entire population as our work impacts past, present and future generations.

What we offer: Enjoy a generous benefits package that includes a flexible work schedule, unique training opportunities, engaging worksite wellness events, employee retirement plan, deferred compensation, 10 paid holidays, vacation, sick and bereavement leave, dental, vision, FSA, EAP, short term disability (paid by the company) and life insurance (paid by the company).

Salary: \$70,000-80,000

Job Description: This position serves on the Leadership Team as the donor relationship manager, lead fundraiser, and marketing strategist responsible for coordinating with CEO and Board of Trustees for cultivating and soliciting all gifts, grants, and donations for the organization.

Essential Duties and Responsibilities:

- Design and coordinate the execution of an annual fundraising program earning at least \$700,000 annually with growth goals that match operational need.
- Lead and participate in the solicitation efforts of targeted individuals, corporations and grant funds. Exercise diplomatic persistence in the cultivation of donors.
- Manages a donor pipeline for all Board members and maintains records for the four phases for all donors that include discovery, cultivation, solicitation, and stewardship. Works directly with Board of Trustees to inspire greater participation in advancement efforts while capitalizing on board member's resources, talents, and networks.
- Manages the Development Committee of the Board of Directors. Works with committee Chairperson to plan and execute agenda, create annual fundraising plan, and recruits for event committees as needed.
- Actively works to cultivate new and past donors directly for solicitation for organizational and/or program support. This includes direct face-to-face contact with donors and creating a communication plan for donors.
- Create and implement a robust stewardship plan for all levels of giving to the organization.
- Collaborates on grant preparation across departments (or with external grant writer), requesting and cataloging all required materials for submission including clinical information, financial reports, budgets, program and services data, Board lists, audits, etc.
- Works collaboratively with CEO to create and execute a strategy for community engagement including making sure we are in the right spaces and have influence when the community has a mental health need.
- Responsible for overall marketing strategy with multiple target audiences. Supervises marketing team.
- Manages data and reporting related to outputs, outcomes, and additional required metrics for stakeholder stewardship, restricted funding, and grants. May require use of programs, to include but

not limited to Virtuous CRM, and Microsoft Forms. Create a new planned giving program recruiting longtime, loyal donors to give through estate and planned giving options.

- Monitor key fundraising trends and issues and communicate their implications to the CEO with suggested action.
- Provide oversight and strategic direction on any fundraising or stewardship events.

Experience: The ideal candidate will be an innovative and inspiring communicator with at least 5 years of experience and responsibility in fundraising, including experience with major gift solicitations and campaigns, as well as direct donor development and stewardship. Candidate should have an entrepreneurial and innovative approach to work with an ability to interact professionally with dedicated Board and team members who have diverse professional skills and perspectives. Flexibility and the demonstrated ability to think creatively and thrive in a fast paced, complex service industry, juggling numerous projects and satisfying varied constituencies simultaneously. Must have excellent writing and communication skills.

Our Culture: Connect passion with purpose. Pastoral Institute is a safe place for healing where people can be heard without fear of judgment. Our company culture is rooted in a steadfast commitment to putting our clients first, while also caring for the caregivers. With empathy and dedication, our staff creates a supportive environment where individuals feel heard, valued, and understood. Beyond professional roles, we have created a team that believes in transparency, camaraderie, and trust. We believe in the power of genuine connections, ensuring that both clients and staff alike can rely on us as unwavering listeners. Here, we prioritize the well-being of those who serve our clients, embodying a culture that reflects compassion, collaboration, and a steadfast commitment to fostering positive change.

Pastoral Institute is an Equal Opportunity Employer:

We do not discriminate potential candidates in regards to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

The Role of Faith in Our Mission: The Pastoral Institute, from its inception, adopted the belief that faith for most people is a powerful resource in both living and healing. Based in a pastoral understanding of human beings and confirmed by our profession in the hard science of neurobiology, our founders were committed to these principles. As a faith-affirming organization, we do actively encourage our staff to apply their own individual beliefs and our common core values to the vital work of caring for people in their most difficult times.

Pastoral Institute Employee Benefits for FT employees

- 403b Member only contributions
- Professional Licenses paid by company
- 2 weeks vacation (after 90 days)
- 2 weeks sick time (after 90 days)
- Bereavement leave
- Short-term Disability Benefits paid by company
- Life Insurance paid by company
- 10 paid holidays
- Employee Assistance Plan (up to 12 visits/year) paid by company
- Benefits available (optional – at employee’s expense): group medical, group dental, additional life insurance, flexible spending account (medical & child care), various Aflac policies, Legal Shield
- Health Reimbursement Account (provided by company)
- Wellness benefits - \$20/month when 8+ gym visits are recorded in a month
- Direct deposit bi-weekly to banking institutions of your choice