



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, CEU's and license renewals paid by the company, 10 paid holidays, vacation, sick and bereavement leave, dental, vision, HRA, EAP, short term disability (paid by the company), and life insurance (paid by the company); in addition to telework opportunities.

Job Responsibilities: This position serves as the donor relationship manager responsible for coordinating with CEO and Board of Trustees to cultivate and solicit all gifts, grants, and donations for the organization:

- Design and coordinate the execution of an annual fundraising program with goals that match operational needs. 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.
- Create and implement a robust stewardship plan for all levels of giving to the organization.
- Manages data and reporting related to outputs, outcomes, and additional required metrics for stakeholder stewardship, restricted funding, and grants. May require use of programs, including but not limited to Virtuous CRM, and Microsoft Forms.
- Works collaboratively with community engagement activities to promote the organization in the community by identifying potential partnerships and sponsorships.
- 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. They 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.

Educational Requirements: Minimum of a bachelor's degree, previous fundraising experience required.

Rooted in the Region: The Pastoral Institute has a rich history in Columbus, GA and the surrounding region. Created to be a place that would “empower people to love, serve, and live meaningful lives.” Our mission is to Change Lives. Rooted from the seed of servant leadership, we provided counseling, testing, and education to both children and adults. We offer services to working families, individuals, companies, and churches. The Pastoral Institute is like a tree, deeply rooted in the region. Our work creates growth, life, and we are standing strong, ready to weather the storm with those we serve.

Pastoral Institute is an Equal Opportunity Employer: The Pastoral Institute is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in 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.

Please Contact: Becki Duenas, HR Coordinator, bduenas@pastoralinstitute.org (706) 649-6500