

## **Job Description**

**Job Title:** Development & Finance Director

**FLSA Status:** Exempt

**Department:** Redeemer Counseling Services

**Band:** 8

**Report to:** Counseling Center Director

**Work Hours:** Full-time

**Date:** March 2021

## **Summary**

The Development & Finance Director is responsible for providing leadership and management of Fundraising, Finance, and Operations and to pursuing the vision and mission of Redeemer Counseling Services. The position will be a member of the leadership team.

## **Job Responsibilities**

### **Development:**

- Be accountable for meeting the annual fundraising goal of \$700,000
- Develop and implement a fundraising plan to meet annual fundraising goal
- Supervise part-time Development Manager, and Church and Community Relationship Manager
- Represent the organization with key donor audiences and foundations to cultivate donor opportunities and relationships
- Coordinate with communications staff to leverage marketing and social media activities to meet fundraising objectives

### **Finance:**

- Develop financial budgets and forecasts aligned to the counseling center's vision and strategic goals
- Analyze financial results and provide leadership team with understanding of the counseling center's financial performance and the financial implications of leadership decisions on budgets and forecasts
- Supervise Bookkeeper and shared service providers on maintaining accurate and timely accounting records and reporting to stakeholders
- Perform cash management to build up adequate cash reserves and day to day operations

### **Operations:**

- Responsible for overall flow of the operation by supervising Operation Director
- Support Operations Director's continued career development
- Work with the Operations Director to oversee the HR function, facilities of counseling office, and online platform
- Develop and implement policies and policies including practices that further advance diversity, equity, and inclusion within the organization



**Redeemer**  
CHURCHES & MINISTRIES



**Redeemer**  
**Counseling**  
**Services**

**Qualifications:**

- Must be a Christian (Protestant) and active participating member of a church
- Must feel comfortable to share Gospel center visions and Redeemer Counseling's goals to the potential and existing donors
- Bachelor's degree required. MBA and/or CPA strongly preferred
- At least 5 years of managing fundraising with a track record in gifts cultivation, solicitation and successful fundraising
- Must have 7+ years of experiences in Organization Management including general operations, fundraising and accounting/finance in a for-profit/non-profit organization
- Must have 7+ years of experience in senior leadership
- Demonstrated experience managing budgets and preparing financial models
- Experience in leading diversity, equity and inclusion initiatives preferred
- Strong written and verbal communication skills
- Excellent interpersonal skills and emotional intelligence
- Demonstrated ability to think creatively around generating new fundraising opportunities;
- Strong organizational and planning skills
- Prior experience developing and managing a team
- Strong analytical skills and demonstrated problem solver
- Ability to work both on a macro and detailed level
- Theological alliance and compliance with Redeemer Presbyterian Church