



CHRISTIAN UNION

Position Description **Associate Vice President of Development Services** **Christian Union**

Christian Union seeks a spiritually vibrant nation, marked by Christian values permeating every corner of society. Our means of achieving this end is by identifying, developing and networking transformative Christian leaders.

Christian Union's Development Team supports Christian Union by securing the financial resources necessary to advance the mission of Christian Union. The Associate Vice President of Development reports to the Vice President of Development and manages the programs, technologies, tools, data, and key processes that the Development Team needs to grow Christian Union's revenue. The position is critical to the success of the ministry.

As part of a religious organization, the AVP of Development Services has responsibility to participate in daily prayer meetings, to participate in two annual five-day prayer movements, and give leadership periodically in Bible study and prayer meetings. The AVP of Development has the responsibility to maintain a vibrant, growing devotion to Jesus Christ.

In order to fulfill Christian Union's mission, the AVP of Development is responsible for the following.

Responsibilities

- Lead the ministry's donor acquisition project to expand the pipeline of donors and increase revenue from existing financial partners. Manage all aspects of the engagement with an external vendor to ensure Christian Union realizes the expected return on our investment, including the contract, scope of services, production schedule, results, and cash-flow. Carefully manage the contract and project team members to deliver the results on-time and under-budget.
- Manage select development communications to raise up new ministry partners and increased revenue for the ministry, such as the annual multi-channel appeals to mid-tier and annual donors.
- Supervise the Development Services Team by recruiting, onboarding, training, and coaching members.

- Oversee the processes, tools, and data support provided by the Development Services Team. This includes data analytics such as project estimating models, detailed RoI-tracking, and revenue budget and projections.
- Manage current and future development fundables, such as the Bible course sponsorship program.
- Oversee the Development Technical Services Team's management of Christian Union's Constituent Relationship Management database and related tools. Manage the gift processing services performed by the team.
- Support the VP of Development by providing Development Team management level deliverables, such as development input to Board of Trustee reports, budgets, and team personnel reporting.
- Serve as a Subject Matter Expert for all areas of responsibility as noted above.

Key Characteristics of the Ideal Candidate

- **Spiritually Mature** - This person will have a solid, visible relationship with Christ which is evidenced by a heart for God and genuine, deep love for others. Employees who would fit best with Christian Union are those who are full of the Holy Spirit, and believe He is active today filling and empowering believers, healing people, speaking to people, and guiding Christians in God's truth. Christian Union does not require that all employees believe in gifts of prophesy, healing, and tongues. However, the ministry does expect everyone to be able to minister in an environment where these gifts may be practiced by other staff.
- **Experienced in Fundraising** - The successful candidate ideally should have a minimum of 5 years of experience in fundraising, particularly in management of direct mail donor acquisition and of the annual fund. Knowledge of development best practices and Raiser's Edge technology is preferred.
- **Strong Analytical Skills** - The right person will have significant development data and financial analytical ability. The AVP should have proven experience with financial RoI and project results tracking.
- **Proven Program Building Skill** - Because of the number and complexity of the programs involved, it is critical that the candidate have significant abilities to strategize, create buy-in, plan, execute and refine each of the programs. The candidate needs to be successful at 360 degree management, including cross functional management. The candidate will be to be comfortable understanding how to analyze and use data to improve the program.
- **Intellectually Sophisticated and Savvy** - Since Christian Union ministers to an intellectually curious and engaged audience, it is important that the ministry's employees have a similar posture toward life. This person will possess sophisticated verbal and written communication skills.

Travel Expectations:

Travel of 10-20 days annually is expected:

- CU Staff and Faculty Conference (August)
- Development Team meetings quarterly
- 1-2 training events per year

Location

Anywhere in the US, but Northeast or Mid-Atlantic is preferred.

Process of Candidacy

If you sense that the gifts and experience God has given you are a good match for Christian Union, we invite you to begin the inquiry process. Please send your resume and cover letter to: opportunities@ChristianUnion.org.