



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): ASSOCIATE EXECUTIVE DIRECTOR OF DEVELOPMENT	
Staff Group:	<input checked="" type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
Immediate Supervisor: Executive Director	
Tasks also assigned by: N/A	
Immediate Subordinates: Director of Fund-Raising; volunteers; work-study students	
Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	Position Originally Created: 2022
	Date Last Revised: N/A
Hours Per week: 40	
General Summary: Responsible for providing strategic oversight, leadership, and management of a comprehensive financial development and fund-raising effort in support of MWMW's priorities, initiatives, and programs.	
Critical Functions and Responsibilities	
1. Design and execute strategies to achieve short and long-term sustainable philanthropy and engagement goals with individuals and private foundations through building relationships, giving campaigns, corporate giving strategies, and grant applications.	
2. Implement and oversee an ongoing, Annual Giving Campaign Committee. Recruit and support the Annual Giving Campaign Chairperson, while also helping train additional Committee members. Work to establish campaign financial goals and metrics.	
3. Oversee the Director of Fund-Raising (through retirement in 2023) in their efforts to execute fund-raising events, including but not limited to: Banquet, Style Show, Golf Tournament, and Champions Breakfast.	
4. As the Director of Fund-Raising retires, work alongside the Director to build relationships with key donors, while also working to bring in new, high-capacity givers.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

5. Over time, build out a Development Team that cultivates new donor relationships while increasing annual contribution and monthly giving commitments.	
6. Send out monthly, printed donor letters, and create and maintain new donor onboarding process to retain donor engagement.	
Additional Functions and Responsibilities	
1. Help create and supervise development budget.	
2. Attend monthly Staff and Program Director's meetings.	
3. Become familiar with and help implement GiANT leadership development platform.	
4. Represent and speak on behalf of the organization at community-related events and gatherings.	
5. Be available to address organizational needs and help shape the future of MWMW on the Executive Team.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Highly collaborative style; experience developing and implementing strategic initiatives. 2. Excellent writing/editing and verbal communication skills.	Skills and knowledge preferred: 1. Ability to create and execute fund-raising events. 2. Exceptional ability to share the mission of MWMW, while inviting donors to give to help support MWMW's efforts.
Minimum previous experience required: 5-10 years in relevant role	Previous experience preferred: 10+ years in relevant role
Minimum education required: Bachelor's degree	Education preferred: Master's degree
Minimum communication skills required: 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately. 2. Represent Mission Waco's values with donors, potential donors, and outside entities.	Communication skills preferred: Bilingual
Behavioral, emotional, mental requirements: 1. Must be a wise and mature Christ-follower. 2. High energy, maturity, and leadership with the ability to serve as a unifying force. 3. Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters. 4. Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.	
Other requirements: Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	

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