



## **MIAMI UNION ADVENTIST ACADEMY**

### **Our Mission**

“To provide a loving Christian environment that educates, edifies, and equips students to achieve success today, tomorrow, and for eternity.”

### **Job Description of Development Director**

#### **Development Director Direct Supervisor:**

The School Principal

#### **Development Director Job Overview:**

The Annual Giving Manager is responsible for the overall success of MUAA’s annual giving program. The manager directs and administers all aspects of annual giving including direct mail; donor databases; gift processing and accounting, special events; donor recognition and stewardship; and corporate support. Works with the major gifts manager to identify, cultivate and solicit major annual gift support. Responsible for locating, researching, and writing grants to develop funding applications for a wide variety of community and business development projects. The work is performed under the general direction of the school principal. The Developmental Director should have good communication, problem-solving, and conflict-resolution skills that are anchored in strong Christian principles that will encourage collaboration and meaningful and relevant support within our constituent churches and our school community.

#### **Development Director General Responsibilities:**

- As an intricate part of the administrative team of Miami Union Adventist Academy, the Development Director is required to attend all meetings of the full Governing Body and appropriate Governing sub-committee meetings, specifically, but not limited to administrative and staff meetings, constituency meetings, and the yearly Southern Union Meetings.
- Attend MUAA Board Meetings, Executive Committee Meetings, and Finance Committee meetings as needed.
- Negotiate and influence strategic decision-making within the school’s Senior Management/Leadership Team.
- Plan and manage change in accordance with the school development/strategic plan.
- With input from the Board committees and staff to create appropriate record keeping system(s) for tracking donor participation, identification, and cultivation of prospects plus volunteer involvement in programs.
- With input from the school board, administration and staff, create appropriate record-

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keeping system(s) for tracking donor participation, identification, and cultivation of prospects plus volunteer involvement in programs.

- In concert with the appropriate committees to prepare or to have prepared all content and materials needed for approved fundraising and public relations programs, including proposals to donors and donor prospects, gift recognition and acknowledgment materials, appeal letters, etc.

### **Development Director-Specific Job Responsibilities:**

#### **1. Responsible for the collection of all donor and prospect information in the database including supervision of all gift entries to ensure accuracy.**

- Monitors and supervises administrative assistant to ensure the accuracy and timeliness of data entry.
- Monitors to ensure the timely acknowledgment of all gifts.
- Working with development and management staff and software support, implement methods to capture all pertinent donor/prospect information in the database.
- Designs the best methods to secure and present information on donors and prospects.
- Supports major and annual giving with donor segmentation, prospect targets, donor research and tracking mechanisms.
- Respects the confidentiality of all records.

#### **2. Develops annual budget for annual giving.**

- Working with the director, development staff, direct mail vendor and the accounting department sets realistic monthly revenue goals for annual giving.
- Coordinates the collection of all expenditures necessary to reach targeted monthly revenue goals.
- Monitors the monthly activity of the annual giving budget.

#### **3. Manages direct mail program and interfaces with direct mail vendor.**

- Chapter contact with the direct mail vendor.
- Recommends to the principal all packages for renewal and acquisition.
- Develops all in-house annual giving mailings.
- Analyzes each mail drop and makes suggestions about future mailings based on results from the analysis.

#### **4. Identifies, cultivates, and solicits major gift support for both annual and disaster fundraising.**

- Develops realistic goals for gift societies within annual giving campaign total.
- Prepares solicitation strategies for each prospect.

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- Coordinates with the department on "moves" strategy for each major gift donor and prospect.
  - Serves as part of the solicitation team on some major donor solicitations.
- 5. Insures proper donor recognition and stewardship**
- Manages donor recognition events.
  - Develops a plan to involve volunteer leaders in thanking donors.
  - Creates and implements stewardship program for all donors.
- 6. Prepares weekly, monthly and annual reports on all campaign activity**
- Monitors monthly annual giving budget reports.
  - Prepares weekly report on progress of goal to date.
  - Reports monthly on progress of campaign by sectors. (i.e., direct mail, gift societies, etc.)
  - Analyzes in written report form in-depth results of each mail drop to include cost to raise a dollar, response rate, and average gift size, as well as the cost to acquire a new donor.
- 7. Coordinates all special events for annual giving**
- Acts as staff liaison with outside vendor for special events.
  - Manages volunteer special event committees.
  - Responsible for all event solicitations.
  - Coordinates on-site management of all events.
  - Serves as liaison with outside organizations raising funds for disaster relief.
  - Evaluates results of all special events.
- 8. Assists in special cultivation events**
- Develops criteria for database selection of invite list.
  - Helps in creation of special cultivation events.
  - Attends special cultivation events.
- 9. Other duties as assigned**
- Participates in professional growth activities.
  - Able to work additional hours to participate in meetings and cultivation activities.

### **EXAMPLES OF ESSENTIAL WORK**

- Research grant opportunities that will help fund projects and programs needed by the school administration.
- Write grant proposals (or work with a grant writer) in accordance with grantor standards or requirements.
- Establish awareness of potentially fundable programs.

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- Establish a working network.
- Work with sponsoring agencies to develop funding proposals.
- Make presentations before potential granters and make grant program status reports to sponsoring agencies.
- Provide backup to other positions as needed.

### **Development Director Qualifications:**

- Working knowledge of Federal, State, and private foundation grant programs.
- Knowledge of Federal and State rules and regulations for grant programs.
- Skill in the operation of a personal computer, including word processing, spreadsheet, I O-key calculator, telephone, copy machine, fax machine, and other modern office equipment
- Ability to write creatively.
- Ability to communicate effectively personally and in writing.
- Ability to work productively with minimal supervision.
- Ability to work with diverse agencies, groups, and individuals.
- Ability to handle stressful situations.
- Ability to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ingenuity and inventiveness in the performance of assigned tasks.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

- Any combination of education and experience which is equivalent to completion of a bachelor's degree from an accredited college or university; and
- At least three (3) years' experience in grant research and writing; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.
- Minimum Bachelor's degree (BA/BS) in a related field required.
- Excellent communication skills.
- Extraordinary interpersonal and intrapersonal skills.
- Detail-oriented with excellent organizational and time-management skills.
- Remarkable Christian professionalism and strong work ethic.
- Be an active member of the Seventh Day Adventist Church.
- Be willing to hold membership at an MUAA constituent church.

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