

# CROSSOVER

## Healthcare Ministry

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### JOB DESCRIPTION

**Position/Title:** Director of Resource Development & Communications  
**Supervisor:** CEO  
**Status:** Full-Time, Exempt

#### Essential Function of Position:

- The Director of Resource Development & Communications works collaboratively with the CEO and the Board of Directors to attract the resources necessary to implement the organizational strategic plan and maintain the financial health of CrossOver Healthcare Ministry. This position will have the opportunity to build on an already successful development program which generated approximately \$3 Million in fiscal year 2016/2017 from over 2,000 donors. As CrossOver grows, it is likely this position will lead a future capital campaign and lead in ramping up the existing legacy program.

#### Scope of Responsibilities:

- Fund Development
- Public Relations and Marketing
- Organizational Leadership

#### Key Duties:

- Work with the CEO and the CrossOver Board of Directors to develop and implement a multi-year, strategic plan for fund development;
- Develop an in-depth annual revenue plan that is approved by the Board of Directors in conjunction with the annual operating budget;
- Develop, oversee and implement a strategic, long-term donor stewardship program meeting donors and stakeholders on a continual basis to deepen relationships and encourage communications. Develop a specific strategy for stewardship of our faith-based partners;
- Develop ambitious yet realistic goals for increasing philanthropic support – especially among individuals;
- Grow the individual leadership giving program, including the identification, cultivation and solicitation of major gifts;
- Oversee a well-established grantsmanship program, assuring meaningful communication with funders;
- Oversee the management of the donor database (data entry, gift acknowledgement, reporting), three successful special events, and annual mailings;

- Supervise a team of team of 2 Development professionals;
- Provide exemplary staff support to the Philanthropy and Communications standing committee of the Board of Directors;
- Ensure the evaluation of development activities and identify opportunities to improve results;
- Develop and implement an integrated communications strategy that effectively communicates the CrossOver brand to funders, volunteers, patients and other community partners;
- Facilitate collaborative partnerships with other healthcare organizations, funders, community organizations and government agencies and bodies;
- Make public appearances and accept speaking engagements on behalf of CrossOver.
- Participate on boards, committees, panels, etc. to raise issues of underserved populations and increase the visibility of CrossOver Healthcare Ministry;
- Supervise development staff and volunteers.

**Skills, Knowledge, and Abilities:**

- Demonstrated fund development success;
- Demonstrated ability to build a strong team that can successfully implement projects and meet deadlines;
- Ability to work well independently and as part of a team; is highly organized and creative, self-motivated, able to attend to multiple priorities, manages well under pressure and meets deadlines;
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community;
- Strong verbal and written communication skills and the ability to present effectively to small and large groups;
- Ability to exercise good judgment, and an understanding of ethics related to fund development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.

**Work Schedule & Compensation:**

- Full-time position involving periodic before and after hour meetings and occasional weekend work.
- Compensation based on work history and experience.

**Minimum Qualifications:**

- Bachelor's degree; superior writing skills, excellent research, planning, and conceptual skills; interest in local and global issues, social justice; and computer literacy (MSWord, Excel, database management, Internet research).

Interested applicants may contact Julie Bilodeau,CEO, at 804-426-7710 or send resume and salary history to Julie at [jbilodeau@crossoverministry.org](mailto:jbilodeau@crossoverministry.org) .

