

To apply, send resume and cover letter to [kfl@kfl.org](mailto:kfl@kfl.org).

# Full Job Description

## Kansans for Life

### Job Title: Director of Development

#### POSITION SUMMARY:

The Director of Development is responsible for overseeing all of Kansans for Life's fundraising. Such duties include, but are not limited to, organizing a major gifts program, annual funds, planned giving and special events. The Director works closely with the Executive Director and the Board of Directors to meet needs for every branch of the organization: advocacy, education and political action.

#### QUALIFICATIONS:

- Must embrace the mission of establishing a culture that values life.
- Strong interpersonal and writing skills.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, demonstrate professional conduct at all times, show concern for people, common sense and good listening ability.
- A bachelor's degree or higher (preferred).

#### JOB RESPONSIBILITIES:

- Assist Executive Director and Board of Directors with execution of donor outreach program.
- Meet prospective donors and supporters to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Build the planned giving program.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Coordinate fund raising special events and oversee prospect research.
- Make public appearances to share information and Kansans for Life with the community.
- Oversee fundraising database and tracking systems.
- Maintain gift recognition programs.
- Perform other related duties as assigned.

#### SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications.

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