**Faith Bible College**

**Director of Development/Advancement**

The Director of Development at Faith Bible College oversees the college’s fundraising efforts. Directors of development build relationships with individuals and organizations to secure philanthropic support. This individual will report directly to the President.

The primary duty of this individual is to Expand the Exposure and to Increase the Income of FBC.

Some of those duties will include the following:

1. Enthusiastically provide exposure for Faith Bible College in Hampton Roads and beyond
2. Develop “FBC Stories”
3. Maintain contact with the financial donors of FBC
4. Make new contacts (individuals, churches, businesses) who may become financial donors
5. Ask for donations when appropriate
6. Provide contact information to others at FBC
7. Represent FBC at Christian Business associations
8. Arrange meetings between potential donors and the President
9. Help develop and promote an Estate/Planned Giving Program for FBC
10. Set and achieve fundraising goals
11. Create a monthly report of contacts
12. Maintain knowledge of donor’s interests in order to maintain ongoing relationships
13. Be an active organizer and participant in fundraising events
14. Become familiar with Network for Good, Virtuous and other non-profit organizations