



Where Children and Families Connect, Learn, and Thrive!

Position Description

Job Title:

Development Director

Reports to:

Executive Director

Date Updated:

8/24/2023

Department:

Development

ATLAS Ministry Overview

ATLAS Ministry is a non-denominational Christian organization that works with children and their families within Greene County, Georgia. ATLAS' purpose is to **nurture a community to live as God intended- to it's fullest potential.** This is accomplished through ATLAS' mission which is **to equip children and their families to fulfill their God given purpose.** ATLAS establishes relationships with children starting at birth and continues through their youth while working concurrently with their parents to help them be the best parents they can be.

Overview:

The organization currently has an approximate \$1.3M operating budget. The Development Director is the spearhead in executing the strategies to securing the necessary funding.

Primary Functions

- To secure funding needed for ATLAS annual operations and year to year expansion
- To connect the hearts of individuals to the mission of ATLAS

Primary Skillsets Needed

- Strong Verbal and Written Communication Skills
- Initiative and a Proactive Mindset
- Relationship Builder
- Leadership

Qualifications and Responsibilities:

The Development Director reports to the Executive Director and takes the lead on managing and executing development strategies: overseeing marketing and fundraising strategies including donor procurement and cultivation; collecting data and analyzing all fundraising activities; grant research, writing and reporting; and managing development communication processes. The ATLAS Development Director must have a solid Christian foundation with qualities that include passion, strong values, and excellent leadership skills. He/she should identify and agree with the ATLAS Vision, Mission, Core Values, and the ATLAS Ethics Code as described in our website (www.atlasministry.org) and the ATLAS Handbook. He/she should be self-motivated, team-oriented, detailed and organized.

Position specifications

This position is a full-time position.

- Weekly requirements will range between 40-50 hours per week.
- Daily requirements are from 8:30 am to 5:00 pm, however, the position may require some commitments outside of normal work hours.

Be part of a dynamic and creative management team in a community shaping ministry!