



**JOB DESCRIPTION: DEVELOPMENT DIRECTOR**  
**Florida Family Policy Council**

The Florida Family Policy Council (FFPC) seeks a full-time development director to head our ongoing development programs and efforts.

Professional, personable, highly organized with excellent relationship skills and deeply passionate about the Gospel and FFPC's mission, the Director of Development plays an essential role in the FFPC's work and mission.

Reports to: President

Compensation: Full time, Monday to Friday, occasional nights and weekends, pay commensurate with experience, salaried exempt.

Location: Orlando, Florida, occasional in-state travel required

Candidates should have an established background in either non-profit development, political fundraising, and or staff/volunteer leadership.

This role involves:

- Building relationships with major and mid-level donors.
- Scheduling meetings with major donor partners and the President.
- Regular monthly phone communications with select group of donors.
- Mastering donor database and managing lists of the organization.
- Direct ask for table sales at annual dinner event and other sponsorships.
- Overseeing monthly direct mail operation.
- Strategic new donor acquisition.
- Reporting, event accounting and follow up with donor events.

Qualifications:

Our ideal candidate will have a bachelor's degree and a minimum of five years of fund development experience, preferably in the education and nonprofit fields or extensive similar experiences. In the alternative, extensive experience in a related area. Candidates will have a distinct advantage who are familiar with CRM nonprofit software, donor databases and other fundraising technology to use in their daily job duties.

### Skill Set:

Excellent phone skills. Self-starter, motivated daily by a passion to communicate FFPC's vision to current and potential constituents to deepen relationships, resulting in financial support. Well organized, able to operate on a schedule, meet deadlines, and manage multiple projects simultaneously. Ability to remain flexible with ever-changing priorities. Thrive in and enjoy working in a multi-tasking, fast-paced work environment; able to get things done, highly efficient. Team spirit that builds unity and exhibits a "can-do" attitude. Strong computer skills including, Microsoft Word, Outlook, and Excel. Knowledge of constituent relationship management (CRM) database systems like Virtuoso. Ability to prioritize, plan, and form goals and allocate resources to meet them.

### Character/Spiritual:

Mature Evangelical Christian currently attending a local Bible-believing church. Agreement with and adherence to FFPC's Statement of Faith, Values and Code of Conduct. Demonstrated commitment to FFPC's mission and position on core issues (see <https://www.FLfamily.org/about-FFPC> ) Ability to work discreetly with confidential data. High level of integrity, honesty, and confidentiality. Trustworthy and responsible. Tactful and diplomatic, building consensus rather than emphasizing differences. High level of professionalism. Strong leadership qualities. Professional appearance.

Applications will be accepted through September 27 and early submissions are encouraged. Please send application materials (resume, cover letter, references and salary requirements) to [media@FLfamily.org](mailto:media@FLfamily.org). Your cover letter must indicate you are a mature Evangelical Christian and you agree with FFPC's mission and position on core issues.

**NO DIRECT PHONE CALLS TO THE FFPC PRESIDENT OR TO THE FFPC OFFICE.**