



JOB TITLE:	Director of Development and Donor Relations
FLSA STATUS:	Non-exempt
CLASSIFICATION:	Full-time
LAST UPDATED:	07/2026
SUPERVISES:	None
REPORTS TO:	CEO

ORGANIZATIONAL MISSION

The mission of Breakthrough | Episcopal Social Services is to create an inclusive and supportive community where individuals impacted by poverty or mental illness can discover opportunities, foster resilience, and improve their quality of life. We envision a world where every person can enhance their well-being and achieve their full potential through supportive social practice and holistic services

SCOPE OF POSITION

The Director of Development and Donor Relations serves as Breakthrough's lead fundraising professional and is responsible for developing, implementing, and evaluating a comprehensive philanthropy strategy that supports the organization's long-term mission and sustainability.

Working closely with the CEO, Board of Directors, staff, volunteers, and community partners, this position will cultivate meaningful relationships with individual donors, foundations, corporations, faith communities, civic organizations, and public partners while leading grant development, donor stewardship, fundraising campaigns, and strategic communications.

ESSENTIAL FUNCTIONS

1. Philanthropy & Fundraising
 - a. Develop and implement a comprehensive annual philanthropy strategy aligned with organizational priorities.
 - b. Diversify organizational revenue through major gifts, annual giving, grants, corporate partnerships, sponsorships, planned giving, faith-based partnerships, fundraising events, and community initiatives.
 - c. Identify, cultivate, solicit, and steward major donors and prospective supporters.
 - d. Build long-term relationships with foundations, corporations, churches, civic organizations, and community leaders.
 - e. Develop personalized cultivation and stewardship plans for key donors.
 - f. Partner with the CEO and Board of Directors to strengthen philanthropic engagement and fundraising leadership.
 - g. Lead annual giving, recurring giving, year-end campaigns, and donor appreciation efforts.
2. Strategic Partnerships
 - a. Develop partnerships that expand Breakthrough's mission and community impact.
 - b. Build collaborative relationships with businesses, healthcare organizations, educational institutions, faith communities, and local governments.
 - c. Identify opportunities for sponsorships, workplace giving, volunteer engagement, and community investment.
 - d. Represent Breakthrough throughout the community to increase visibility and philanthropic support.
3. Community & Storytelling.
 - a. Develop a communications strategy that inspires philanthropy and increases community awareness.

- b. Partner with Breakthrough's marketing agency to create compelling donor communications, newsletters, videos, social media campaigns, website content, annual reports, and impact stories.
 - c. Ensure consistent organizational messaging across all communication channels.
 - d. Identify and share client success stories that demonstrate the impact of Breakthrough's mission while protecting confidentiality and dignity.
4. Development Operations.
- a. Maintain accurate donor records within Bloomerang.
 - b. Monitor fundraising performance, donor retention, campaign effectiveness, and key performance indicators.
 - c. Prepare reports and dashboards for leadership and the Board of Directors.
 - d. Ensure timely donor acknowledgments, stewardship activities, and gift processing.
 - e. Utilize AI and emerging technologies to improve fundraising, donor engagement, grant development, and organizational efficiency.

QUALIFICATIONS:

Education, Training, and Experience Requirements: *The requirements described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.*

1. Bachelor's degree, or equivalent professional experience.
2. Minimum of three years of progressively responsible experience in nonprofit development, philanthropy, fundraising, business development, sales, or relationship management.
3. Demonstrated success cultivating donors, securing philanthropic support, or building strategic partnerships.
4. Outstanding written, verbal, and interpersonal communication skills.
5. Strong organizational, project management, and strategic planning abilities.
6. Experience with donor CRM systems (Bloomerang preferred).
7. Familiarity with digital marketing, social media, and email communication platforms.
8. Must pass pre-employment Drug/Alcohol screening.
9. No history of crimes against persons, sexual assault, or exploitation, and sexual or physical abuse.
10. Valid State of Kansas driver's license with an insurable driving record.
11. Use of personal transportation may be required.
12. Must provide proof of and maintain vehicle insurance.
13. Ability to travel throughout Kansas as needed.

Knowledge, Skills, and Abilities Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

1. Commitment to equity, inclusion, and person-centered practices.
2. Demonstrated success in development, fundraising, strategic planning, and advocacy.
3. Excellent written and verbal communication, public speaking, and interpersonal skills.
4. Proven ability to build collaborative relationships.
5. Strong organizational skills and experience managing budgets, outcomes, and reporting.
6. Willingness to travel statewide
7. Able to participate in the agency's training to enhance knowledge.
8. Ability to maintain confidentiality.
9. Ability to treat each individual with dignity and respect.
10. Must be able and willing to work a flexible schedule, allowing for possible early morning, evening, or weekend activities.

11. Ability to maintain a healthy work-life balance.

Physical Context and Work Environment: *The context and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

1. **Physical Abilities:** The employee must possess the physical abilities represented in the Knowledge, Skills, and Abilities section above to perform the essential functions of this job successfully. This includes the ability to travel frequently within the community to meet and provide services in various settings. The role may involve walking, driving, and occasionally lifting or carrying materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
2. **Work Environment:** Most administrative tasks are performed in a well-lit, environmentally controlled indoor setting with a moderate noise level. Job functions may include a combination of office and community-based work environments. The employee must be adaptable to varying environments, which may include unpredictable settings and weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
3. **Travel Requirements:** Regular travel within the community is required to provide services and coordination with community partners. Additionally, periodic travel for training events or professional development may be necessary. The employee must have a valid driver's license and reliable transportation to fulfill these travel requirements effectively.