

Job Title: Director of Development and Donor Engagement
Department: Advancement
Location: ABWE Headquarters, New Cumberland, PA
Job Type: Full-Time/Salary/Exempt

Supervisor: Executive Vice President

Supervisory Responsibility: Director of Legacy Giving, Director of Partnership Engagement and Advancement, Coordinator, Administrative Assistant

Mission/Vision: Fulfilling the Great Commission by multiplying leaders, churches, and missions movements among every people.

Job Summary/Primary Role: The *Director of Development and Donor Engagement* serves as a key representative of ABWE, Inc., cultivating long-term relationships with donors, churches, and like-minded organizations. This individual will develop and implement strategies for donor development (including major and legacy giving), partnership engagement, and advancement initiatives. By expanding ABWE's constituency base, managing donor relations, and strengthening organizational partnerships, this role helps secure resources that fuel gospel-centered ministry worldwide.

Essential Functions and Responsibilities include but are not limited to:

- Identify, cultivate, solicit, and steward major donors, churches, and organizational partners.
- Develop and implement strategic plans for legacy and planned giving, including collaboration with Finance and Legal teams on estates and gift planning instruments.
- Produce written proposals, reports, and donor briefings; manage acknowledgment and follow-up.
- Maintain and use CRM/database tools to document contacts, analyze trends, and build reports/dashboards.
- Build and nurture relationships with pastors, church leaders, business leaders, and networks.
- Represent ABWE at conferences and networking opportunities to promote global ministry.
- Facilitate collaboration between internal ministries and external partners, creating opportunities for shared impact.
- Host and coordinate engagement events for donors, pastors, and ministry leaders.
- Develop advancement initiatives and campaigns in coordination with leadership.
- Collaborate with Communications and Engagement teams to create effective donor and partner materials.
- Oversee assigned donor portfolios and manage long-term stewardship plans.
- Contribute to capital campaigns and global project fundraising, including donor vision trips.
- Ensure donor database integrity, accuracy, and security.
- Provide analysis, data mining, and reporting to guide strategy and decision-making.
- Identify process improvement opportunities to strengthen donor and advancement operations.
- Manage and build an advancement team.

- Performs other duties or special projects as required or as assigned.

Qualifications: Ability to pass background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

Education: Bachelor's Degree in Business, Communications, Finance, or related field required.

Minimum Prior Experience Required: Demonstrated success and experience (3+ years) in fundraising, advancement, partnerships, campaign marketing, sales, or financial services.

Travel: This position will require extensive travel, both domestic and international.

Necessary Attributes:

- Joy-filled personal faith rooted in Jesus Christ and a heart to serve.
- Strong relational and interpersonal communication skills (listening, verbal, written, presentation).
- Detail-oriented, organized, self-disciplined, and deadline-driven.
- Able to maintain confidential information with integrity.
- Knowledge of Scripture and global missions with ability to engage across denominations.
- Creative, self-motivated, and proactive in pursuing opportunities.

Christian Life:

ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach. Employees are encouraged to participate in staff events including corporate and departmental prayer times and staff meetings and lunches.

All ABWE employees must:

- Be a believer in the Lord Jesus Christ and able to articulate a personal testimony of salvation.
- Be walking in Christ-like obedience to Biblical standards in ways that evidence a transforming relationship with Jesus Christ, particularly as outlined in ABWE's Christian Code of Conduct.
- Be a current and active member and/or regular attendee of a like-minded local church that aligns doctrinally with ABWE.
- Be able to fully support ABWE's mission, vision, core values, Statement of Faith, and ministry philosophy.
- Be able to follow all guidelines set forth in the ABWE IHQ Staff Handbook.

Physical Demands and Work Environment: The physical demands are minimal and typical of similar jobs in comparable organizations, including extended periods of time sitting at a desk. The work environment is representative and typical of similar jobs in comparable organizations. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, talk or hear; perform fine motor, hand, and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand, walk, and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will spend their time in an office environment with a moderate to high noise

level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated: September 2026

This job description has been approved for _____ by all levels of management:

Human Resources: _____

The employee's signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____