



**Job Title:** Director of Development  
**Location:** Administrative offices, Spokane  
**Status:** Full-time

**Responsibilities:**

- Lead the Development Department in serving the financial, public awareness and material needs of UGM.
- Oversee all areas involving fundraising, marketing, communications, public relations, image development, major events, community engagement and the volunteer program.
- Strategically increase ministry partners' involvement with the goal of reaching a target amount to support the general operations of the UGM.
- Manage portfolio of financial ministry partners.
- Collaborate with departmental leaders on creation of annual Development Department budgetary needs.
- Maintain a success matrix with statistics to substantiate the impact and effectiveness of Development Department activities and strategies.

**Required Qualifications:**

- Bachelor's Degree in Business, Leadership or a related field.
- Demonstrated personnel leadership and program management skills, with experience in fundraising, community relations, marketing and communications.
- Computer literate (Office 365 applications); ability to create, edit and manage documents, spreadsheets and presentations.
- Excellent communication skills: written, verbal and instructional.

**Compensation:** Depends on experience.

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION  
[HumanResources@uniongospelmission.org](mailto:HumanResources@uniongospelmission.org)  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315  
[uniongospelmission.org/employment](http://uniongospelmission.org/employment)