



1703 S. Despelder St.
Grand Haven, MI 49417

HOLLAND

Join Mosaic Counseling, a dynamic and growing nonprofit organization, offering hope and healing for all by providing accessible and affordable professional counseling services.

Job Description: **Director of Development**

503 Century Lane
Holland, MI 49423

Reports To: Executive Director

Hours/Location: Full-Time
Grand Haven office location; serving Ottawa County and parts of Kent County

Job Overview

The Director of Development is responsible for the cultivation and growth of all revenue sources including major donors, community relations, grants, annual giving, fundraising events, EAP program, and planned giving while increasing the visibility of Mosaic Counseling in the community through strategic marketing and communication.

Responsibilities and Duties

The essential functions include, but are not limited to the following:

- Create and implement annual development and marketing plan
- Supervise staff and volunteers; lead other department team members
- Manage revenue projections and establish pipeline of incoming and potential gifts
- Identify, develop, and maintain relationships with major donors
- Plan, organize and implement various fundraisers
- Create awareness and demand for services through marketing materials and events
- Coordinate social media and website content for relevant news, statistics, and events
- Develop and maintain media partner relationships
- Represent Mosaic at community and leadership events and schedule public speaking engagements
- Maintain and maximize use of Donor Management database
- Communicate and collaborate with internal staff on development goals and events

Qualifications

- Bachelor's degree preferred
- Experience in a similar role preferred
- Excellent oral/written communication skills, including well-developed presentation skills
- Demonstrated ability to build and maintain relationships with donors
- Very comfortable with public speaking and making presentations
- Ability to work independently and manage multiple projects and deadlines
- Proficient in Microsoft Office, WordPress, and Salesforce or similar CRM

Send resume and cover letter to kim@mosaiccounseling.com