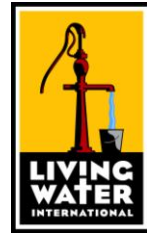


Job Title: Houston Metro Director
Job Department: Development
Supervisor: Regional Director
Location: Stafford, TX



Job Purpose:

Initiate, develop, and sustain relationships with mid-level to high-level donors with the goal of fostering a greater partnership between Living Water International and each donor. Communicate Living Water International's Christian ethos and demonstrate a quality of spiritual life that is an example to others.

Core Characteristics:

These principles guide and identify us as colleagues and representatives of Living Water International:

- Passionate about the ministry of LWI
- Trustworthy
- Diligent
- Servant
- Collaborator
- Innovator
- Communicator— strong verbal and written
- Enriched by diversity

Key Responsibilities:

- Meet or exceed annual fund-raising goals through the cultivation of mid-level to high-level donors.
- Plan and implement account management and moves management strategies (discover, cultivate, connect, invite, acknowledge, fulfill, service) to ensure assigned donors are cultivated toward their full giving potential, identifying potential major donors to the organization.
- Ensure strategic contact plans are in place and implemented for top tier donors each year.
- Develop long-term relationships through personal interaction with donors on assigned account list, while shaping donor interest in LWI's mission.
- Understand and articulate Living Water International's model of transformational development in order to increase donors' passion and involvement with LWI.
- Affirm donors, identify and share information on LWI programs, and solicit financial donations.
- Leverage current donor's networks to locate new giving prospects capable of becoming major donors to LWI.
- Assist in the on-going development of best practices in engaging with donors and communicating with leads and fundraising team.
- Consistently achieve established targets for donor ministry activities.



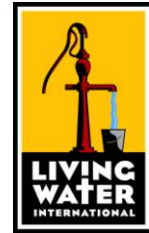
Strategic Collaboration:

- Partner with the Development Team regarding regional projects, events and initiatives, and identify potential donors for portfolio consideration.
- Partner with Gift Planning team to facilitate donor advised funds, appreciated asset gifts, annuities, etc. using advanced level of knowledge of the gift planning process to identify opportunities. Support Regional Directors in similar activities.
- As appropriate, partner with Development Team to participate in and support donor trips for qualified donors to LWI project sites, educating them about specific projects and encouraging them to give.
- Seek and, as approved, participate in additional learning and development opportunities related to LWI and the fundraising industry.
- Attend local and regional meetings for the purpose of collaboration and relational one-to-one engagement/cultivation of donors with concurrence of Regional and Area Directors. Support donor servicing needs.
- Attend and participate in the daily devotions.
- Perform other duties as assigned.

Behavioral Competencies:

- **Spiritual Role Model** - Demonstrates a passion and a commitment to the Lord and to the Ministry and inspires others in that passion and commitment. Models Christian and LWI values and credo and maintains an irreproachable personal lifestyle as an example to others. Creates and communicates the positive Christian image of the organization to build public and stakeholder confidence and trust in the organization's integrity and stewardship.
- **Flexibility** - Adapts easily to frequent change, to varied working conditions and requirements, and to diverse individuals and groups. Responds to change with a positive attitude and a willingness to learn or figure out new ways to accomplish work activities and objectives. Views situations from different perspectives, and challenges fundamental assumptions about accepted ways of doing things. Understands the potential of short- or long-term benefits resulting from change.
- **Professional Maturity** - Maintains a positive outlook, works constructively under pressure. Responds resourcefully when challenges arise and accepts responsibility for actions, learning and change. Arrives at work and appointments on time.
- **Persistence** - Keeps working systematically and tirelessly to meet or exceed stated goals or until the goal is no longer reasonably attainable. Approaches objections or other challenges with a positive, "can-do" attitude and explores alternative solutions to meet client needs.
- **Networking** - Makes and maintains relationships at the highest levels of LWI and corporate and foundation partners to facilitate raising funds for LWI, or to get individuals, churches, corporations

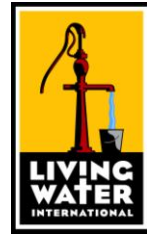
and foundations involved in the LWI ministry. Readily engages others and builds rapport, trust and positive relationships by understanding others' business and personal needs. Comfortably interacts with major and mega donors in social and recreational situations.



- **Influencing Skills** - Applies expert influencing skills to work effectively with a diverse set of donors and LWI stakeholders. Influences donors/prospects to take action in support of LWI, using creative approaches to motivate them to get involved. Explores positions and alternatives to reach outcomes that gain the acceptance of all parties.
- **Balancing Multiple Priorities** - Balances the needs and interests of various stakeholders and makes decisions involving competing goals, objectives and alternatives. Prioritizes tasks and redirects work effort in response to changes in priorities.
- **Decisiveness and Discernment** - Makes decisions authoritatively and wisely, after adequately contemplating various available courses of action and the needs and values of others. Acts decisively in conflicting and ambiguous environments with multiple stakeholders. Maintains personal and professional boundaries in the Living Water International environment in spite of strong, conflicting cultural values.
- **Cross-Cultural Sensitivity** - Communicates and interacts effectively with people from other cultures, religions, geographies and organizations; respects and adapts to other cultures and seeks opportunities to learn about them to enhance relationships. Understands and respects different denominations and religious traditions.

Technical Competencies:

- **Coaching** - Works to improve and reinforce performance of teammates. Facilitates their skill development by providing clear, behaviorally specific feedback, and by making or eliciting specific suggestions for improvement in a manner that builds their confidence and helps them maintain self-esteem.
- **Account Management** - Manages assigned donor base systematically and efficiently to ensure fundraising potential is reached. Displays continual organized drive in achieving fundraising goals, showing responsibility for self-governance and self-management. Maximizes use of time and resources in achieving fundraising and other goals. Maintains credibility with donors/prospects by performing agreed-upon follow up activities in a timely manner. Clearly demonstrates and applies computer/technology skills to enhance the fundraising process and maximize productivity.
- **Fundraising Knowledge** - Demonstrates thorough knowledge of fundraising and domestic/international relief and development projects/organizations. Knows what it takes to develop and/or support a successful fundraising campaign, appeal or program. Understands fundraising sources and competition for funds.
- **Prospecting Skills** - Effectively asks questions and listens to donors to explore and then identify the right giving opportunities for them. Changes communication style and approach with each call to produce the desired result. Qualifies donors as to their giving potential in order to invest time in donors with the highest potential for supporting LWI. Offers compromises and trade-offs to others as



necessary to gain their support and participation. Proactively contacts others, despite the risk of possible rejection.

- **Global Awareness** - Continuously improves own knowledge and understanding of contemporary and historical events in the U.S. and abroad that could influence LWI projects and programs.
- **Organizational Awareness** - Uses an understanding of how the organization works to get things done. Understands LWI's business operations/products/services and how the organization competes. Understands the mission and work of the organization and organizational priorities. Has ministry knowledge and knowledge of the complexity of "the Partnership" -- LWI, including international locations. Applies an understanding of the organization's informal structure, culture and climate in achieving goals. For external candidates, knowledge of similarly complex organizations may substitute for LWI knowledge.
- **Travel Procedures/Protocol** - Understands and applies safe travel procedures. Takes action to prepare donors and guests for overseas travel, and confirms they are prepared to handle diverse emergency situations and circumstances that may occur while traveling (e.g., biohazards, geographic hazards, banditry, terrorism, etc.).
- **English Language Proficiency** - The ability to speak, understand and write fluently in English.
- **Public Speaking** - Effectively transfers thoughts and expresses ideas verbally in large- or small-group situations. Uses appropriate presentation style and method for target audience.
- **Computer Skills** - Demonstrates effective computer skills, including use of Microsoft Office Suite, intranet and Internet, and various software applications and databases used in work efforts.

Minimum Education / Experience:

Bachelor's degree and at least 5 to 7 years of work experience, preferably in sales, customer service, fund raising, or related field.

Working Environment / Conditions:

- Standard office environment.
- Some domestic travel.
- International travel may be required.