

Opportunity Profile for Senior Development Officer

The Position Overview

BioLogos is seeking a Senior Development Officer to join the BioLogos team. BioLogos is a Christian ministry that addresses the intersection of faith with modern science through its resource-rich website and at events around the country. We are a growing, mission-focused organization experiencing strong growth in the area of development. The philanthropic infrastructure is in place and we are expanding our donor base.

Working directly with the president, this individual will lead the major donor strategy, set specific development goals, build current donor relationships, and develop new relationships with those interested in supporting our mission spiritually and financially. The individual will advance our mission by growing our network of donors in strategic audiences and targeted geographic locations across the country, in conjunction with BioLogos programs. The Senior Development Officer is expected to support our Mission and Beliefs (biologos.org/about) and will be based at our office in Grand Rapids, Michigan (relocation assistance will be provided).

Key Responsibilities

- Advance the BioLogos mission by growing our network of major donors in strategic audiences and targeted geographic locations across the country, building relationships with individuals and family foundations to secure five and six-figure gifts.
- Grow the donor base and meet quantitative goals for donors, touches, and dollars raised.
- Implement and extend our organizational Development Plan.
- Coach internal leaders, the board of directors, and external ambassadors on how to identify and cultivate donors.
- Determine caseloads for, and work closely with, the President and Vice President.
- Advise on development communication strategies at all donor levels.
- Analyze data to determine giving trends and how to respond accordingly.
- Research funding sources and trends, with foresight to help position BioLogos ahead of major funding changes or trends.
- Travel throughout the country as development strategy requires (10-12 trips/year).
- Develop vision and strategy for development events and long term engagement in key geographic regions.

Desired Qualifications of the Ideal Candidate

- A commitment to the BioLogos mission and the ability to articulate it for strategic audiences.
- Minimum of 5+ years of experience in building relationships with donors and a proven track record of increasing donor gifts in a Christian, non-profit environment.
- Demonstrated success in securing five-figure gifts.

- Flexibility, initiative, and multi-tasking ability to work in a quickly-changing environment while staying focused on development goals.
- High standards of personal and professional ethics.
- Strong written, verbal, and interpersonal communication skills (please complete narrative questions).
- Skills in various communication technologies and experience with at least one donor database system.
- Minimum of a Bachelor’s degree; graduate work is a plus.

Process of Candidacy

After reading this Opportunity Profile, if you sense the gifts and experiences God has given you are a good fit for the position of Senior Development Officer, we invite you to begin the inquiry process. All candidate information and conversations are handled confidentially. This is a full-time, benefits-eligible position working in a team-based, friendly Christian workplace. We ask that you submit a **resume and cover letter with the answers to the below narrative questions** via <https://biologos.org/about-us/careers>. Incomplete applications will not be reviewed.

Cover Letter Narrative Questions

In order to give us a more complete picture of you and your interest in the Senior Development Officer position, please provide thoughtful responses to each of the following questions, submitted in writing.

1. Explain what the mission of BioLogos means to you and why it is important, using an example from your own life or the life of a friend, family member, church, or community.
2. Give an example of a successful donor relationship that you developed and cultivated from first contact to a five or six-figure gift. If you do not have such an example, write about a significant experience in your career that would translate to success in raising major gifts.
3. Describe your philosophy and strategy for development for a 10-year old organization with a growing donor base and ambitious goals for increasing annual fund income.

For more information about BioLogos, please visit us at <https://biologos.org>. Questions can be directed to Laura J Landmann, Director of Operations at lauraj.landmann@biologos.org. Please note this position will remain open until filled.