



Projects and Development Director

Sunday Breakfast Mission

110 N. Poplar Street

Wilmington, DE 19801

Phone: (877) 306-4663

sundaybreakfastmission.org

About Sunday Breakfast Mission

Sunday Breakfast Mission is committed to serving individuals and families in need throughout the Greater Wilmington community. It is a gospel-focused mission engaged in transformational life change through compassionate care and comprehensive programs, we provide shelter, meals, recovery services, and pathways to self-sufficiency for those experiencing homelessness and poverty.

Position Summary:

Project and Development Director is a key leadership position responsible for planning, implementing, and managing all fundraising and development activities for Sunday Breakfast Mission. This role also directs the creation and maintenance of all projects for the mission. This role requires a strategic thinker who can build and maintain relationships with donors, foundations, corporate partners, and community stakeholders to ensure sustainable revenue growth in support of the Mission's vital programs. The position requires a manager who can handle a staff, multiple tasks, and meet deadlines. Reporting to the president, this is a full-time, on-site, director-level position.

Key Responsibilities

Fundraising & Revenue Generation

- Develop and execute a comprehensive annual fundraising plan with measurable goals across multiple revenue streams including individual giving, major gifts, planned giving, corporate sponsorships, foundation grants, and special events
- Identify, cultivate, solicit, and steward relationships with individual donors, major gift prospects, corporate partners, and foundation representatives
- Lead capital campaigns and special initiatives as needed
- Manage and grow the donor database, ensuring accurate records and meaningful donor engagement strategies
- Meet or exceed annual fundraising goals established in consultation with the president and Board of Directors
- Oversee the processing and recording of all donations to the Mission

Events & Community Engagement

- Plan and execute fundraising events, donor appreciation events, and community engagement activities
- provide management to various mission-wide events including the Thanksgiving Outreach and Back-to-School Rallies

- Represent the Mission at community events, networking functions, and speaking engagements
- Build strategic partnerships with churches, civic organizations, and businesses to expand the Mission's reach and support base

Leadership & Management

- Provide leadership and supervision to development staff and volunteers
- Work collaboratively with the President on strategic planning and organizational development
- Prepare regular reports on fundraising progress, donor metrics, and development activities for leadership and the Board of Directors
- Manage the development budget and ensure cost-effective use of resources
- Serve as staff liaison to the Board on Development matters

Qualifications:

- Bachelor's degree in marketing or business preferred with broad experience in resource-raising, public relations, and project management.
- Strong written and verbal communication skills with the ability to craft compelling narratives
- Must be a self-starter and a servant-hearted individual with good organizational skills with attention to detail and ability to manage multiple priorities
- Knowledge of fundraising best practices and ethical standards (preferred -experience working in the non-profit, Christian ministry environment)
- Ability to work independently and collaboratively in a fast-paced environment
- Strong organizational skills with attention to detail and ability to manage multiple priorities
- Proficiency in Microsoft Office Suite and digital communication platforms

Working Conditions: Occasional evening, holiday, and weekend work required. Some travel may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sunday Breakfast Mission is a private mission serving the needs of Wilmington, DE. All employees are expected to model servant leadership in all aspects of their work. SBM values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability. SBM exercises religious preference throughout the mission. Employees must have a personal relationship with Jesus Christ, agree with the Mission Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Please submit a cover letter, resume, and three professional references to Tom Cornman, Retained Executive Search Consultant tcornman@timothygroup.com References will not be contacted without the candidate's approval.

Applications will be reviewed on a rolling basis until the position is filled.