



Passages Job Description Director of Development

Department: Development	Travel: 15%
Location: Hybrid / Tysons, VA	Reports To: SVP of Development
FLSA Status: Exempt	Version Date: October 2026

About Passages

Passages brings a new generation of Christian leaders to Israel to deepen their faith, forge lasting bonds with the Jewish people and return home equipped to strengthen America. Since 2016 we have taken nearly 12,000 young leaders on transformative trips to Israel.

The Opportunity

We are hiring a Director of Development to lead Passages' work with foundations. Reporting to the Senior Vice President of Development, this leader manages our key foundation relationships, writes the proposals and reports that secure and renew grant funding, and keeps every grant deliverable on schedule. About 70 percent of the role is foundation relations, grant writing, and the donor communications and gift processing that support them. The remaining 30 percent is spent prospecting individual donors who have a giving capacity between \$10,000 and \$50,000. Every grant and gift helps equip a new generation of Christian leaders, and this role makes sure our funders see the impact of their investment.

Job Duties and Responsibilities

Foundations, Grants & Gift Stewardship (about 70% of time)

- Manage a portfolio of key foundation relationships by cultivating and stewarding each funder toward renewed and expanded support.
- Research and qualify new foundation prospects whose priorities align with Passages and build a pipeline of new grant funding.
- Write grant proposals and reports, and develop proposal content and program budgets in close partnership with the program and finance teams.
- Manage all funder portals, including tracking reporting deadlines, monitoring incoming grant payments, and submitting reports.
- Maintain an accurate grants calendar so every deliverable is submitted and every payment received on schedule.
- Work closely with the program teams throughout the year to gather and communicate program outputs, outcomes, and impact, with particular attention to grant-funded programs.
- Provide strategic recommendations to the executive and senior leadership teams on grant fulfillment and funder priorities.
- Manage and submit annual third-party impact assessments, including Charity Navigator and Excellence in Giving.
- Draft and edit donor-facing communications, including donor newsletters and written grant updates.

- Support the drafting and design of external donor materials within Passages' brand guidelines.
- Manage the gift acknowledgment process, including drafting and sending thank-you letters and gift acknowledgments.
- Oversee accurate entry of gift information into the CRM, and work with the finance team to make sure all gifts and grant payments are recorded correctly.

Donor Portfolio (about 30% of time)

- Manage a portfolio of individual donors with a giving capacity between \$10,000 and \$50,000, serving as their primary relationship manager.
- Cultivate, solicit, and steward portfolio donors through personal visits, calls, and written updates, moving each relationship toward renewed and increased giving.
- Prepare personalized gift proposals and impact updates for portfolio donors, drawing on the same program outcomes used in grant reporting.
- Engage portfolio donors at Passages fundraising events and follow up afterward to deepen their involvement.
- Record all donor activity and next steps in the CRM and report portfolio progress to the Senior Vice President of Development.

Qualifications & Skills

- A bachelor's degree in communications, English, nonprofit management, or a related field.
- 5-7 years of nonprofit fundraising experience, with a focus on foundation relations and grant writing.
- A record of securing and renewing foundation grants, with proposals and reports you can share as writing samples.
- Strong writing and editing, with the ability to turn program data and student stories into clear, persuasive proposals and reports.
- Experience building program budgets for grant proposals and working with finance teams on grant reporting and payment tracking.
- Exceptional organization, with a track record of managing many deadlines, funder portals, and reporting requirements at once.
- Experience cultivating and soliciting individual donors, ideally at the \$10,000 to \$50,000 level.
- Working knowledge of a donor CRM, gift processing, and Canva, or the ability to learn them quickly.
- Strong alignment with the Passages mission and comfort working in a faith-driven, Christian, pro-Israel environment.
- Willingness to utilize AI tools and learn about AI-related advances in the development field.
- Ability to travel domestically in the US for donor meetings and fundraising events.

Strong pluses: experience in a faith-based, advocacy, or mission-driven nonprofit; existing relationships with private and family foundations, especially in the Christian or pro-Israel philanthropic community; familiarity with the faith, Israel, or higher education landscape; and experience with third-party nonprofit ratings such as Charity Navigator.

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Passages reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate.

Equal Opportunity

Passages provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, citizenship, sex (including pregnancy, childbirth, and pregnancy-related conditions), age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances, except as affected by religious standards.¹ Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Passages expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above to the extent consistent with its Sexual Ethics Policy. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated. Passages will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Passages' business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR manager. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR manager. Retaliation means adverse employment action taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

¹ *Passages does not discriminate against male or female applicants and employees. However, Passages does not employ candidates who do not comply with its Sexual Ethics Policy, pursuant to statutory exemptions found in 42 U.S.C. § 2000e-1(a) and 2, the Religious Freedom Restoration Act of 1993, Texas Labor Code Ann. § 21.109, and Constitutional protections for religious organizations.*