

Job Description for Director of Development

The Development Director (DD) will be responsible for developing and implementing the resource development strategy for Shaw Community Ministry (SCM). The Development Director will be responsible for helping the Executive Director and other staff to maintain and expand SCM's funding from churches, church members, private foundations and government sources as well as to develop new sources of income from individuals, events, and governmental grants, among others.

This is a part-time consultant position, averaging 20 hours per month, at a negotiated hourly rate. Once retained, the ED and the DD shall execute a mutually agreed-upon consultant contract. This is a time-limited retention of 6 months with a 1 month probationary period: July 1, 2011 to December 31, 2011.

Responsibilities: Under the primary supervision of the Executive Director, the Development Director will be responsible for the following tasks:

1. Research & Planning - Engage in research to identify new individual, foundation, and government prospects.
2. Research & Planning - Research and match SCM with existing and potential grant funders.
3. Donor Development & Fundraising - By the end of the first month of engagement, set up and schedule the monthly Resource Development call and assist in setting agenda.
4. Donor Development & Fundraising - By the end of the second month of engagement, update and revise SCM's resource development plan.
5. Marketing & Brand-Building - By the end of the second month of engagement, develop a roadmap of potential PA UCC churches that could support SCM, *e.g.*, as reps to our Board, support SCM with funds as part of its social action and mission efforts, etc.
6. Donor Development & Fundraising - By the end of the third month of engagement, coordinate board members to make thank you calls to donors from churches not their own.
7. Donor Development & Fundraising - By the end of the fourth month of engagement, identify and develop a 2012 fundraising calendar to submit proposals to targeted foundations and/or government sources to support SCM's core programs.
8. Donor Development & Fundraising - By the end of the fourth month of engagement, the DD would meet with at least 6 interested church boards and pastors and/or coordinate with the ED and current Board members to meet with them.

9. Donor Development & Fundraising - By the end of fifth month of engagement, with the assistance of board members, develop email list based on donor contact information.
10. Support the ED in Board Development & Capacity Building - By the end of the sixth month of engagement, coordinate with the Resource Development committee to develop job descriptions, tasks and a schedule of delivery for this committee.
11. Marketing & Brand-Building - Coordinate with Communication and Outreach Committee (Gail Edie and Anne Ellis) on the quarterly newsletter as well as proof and revise articles contained therein.
12. Marketing & Brand-Building - Manage the website; revise and update as needed. Coordinate with Metamorf Technologies (ICT support) to ensure that newsletters, videos and photos are posted soon after the event.
13. Donor Development & Fundraising - Coordinate with Communication and Outreach Committee (Laura Jackson) for bi-annual fundraising letters and appeals.
14. Proposal Development & Submission - Attend grant meetings accompanying the ED or when the ED is unavailable.
15. Proposal Development & Submission - Assist the ED in writing grant applications, as needed.

Education:

Bachelor's degree or higher.

Additional Qualifications:

The ideal applicant will have the following qualifications:

- * At least 2 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience.
- * Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events.
- * Excellent written communication, research, and organizational skills.
- * Ability to develop and manage budgets and prepare financial reports.
- * Computer literacy, with experience with fundraising databases preferred.
- * Interest, enthusiasm, and affinity for fundraising and working with people.
- * High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.

The successful applicant works well in multicultural teams and with diverse constituencies. S/he will be self-motivated, work well under pressure and be able to handle

several projects at one time. S/he will have good judgment and, ideally, a sense of humor.