



POSITION ANNOUNCEMENT DIRECTOR OF DEVELOPMENT

Please submit cover letter and resume to J. Marc Rittle, Executive Director, at jmrittle@newbethanyministries.org

SUMMARY: The Director of Development is responsible for planning, organizing, and implementing all activities related to the fundraising for New Bethany Ministries. The Director of Development is a full time, exempt (salaried) employee of New Bethany, Inc and as such is covered by the applicable portions of the Personnel Policy. Salary range is commensurate on experience.

ACCOUNTABILITY: The Director of Development reports to the Executive Director.

RESPONSIBILITIES: The Director of Development will:

- 1) Develop a comprehensive fundraising strategy to support the financial needs and objectives of New Bethany;
 - a. Build and maintain relationships with individual donors at all support levels
 - b. Build and maintain relationships with faith groups, higher education, companies and businesses.
 - c. Develop and implement planned giving strategies
 - d. Coordinate the solicitation of gifts and acknowledgements of contributions from donors;
 - e. Communicate and work with New Bethany's Development Committee of the Board.
- 2) Communicate our service to the community
 - a. Serve as internal contact for the organization's marketing team (we use a contracted social media and PR group)
 - b. Facilitate organization success stories and partner focus features for all organization communications – website, newsletter, events, social media, press.
 - c. Arrange for community outreach activities, such as representation of organizational work at local festivals, community health events, with partner organizations, etc.
 - d. Be an organization spokesperson at events, outreach activities and press opportunities.
- 3) Serve as organization's point person for all events:
 - a. Serve as key contact for development and execution of events, and grow event participation.
 - b. Plan and manage events together with the Board of Directors Development Committee and our events consultant.
 - c. Manage all volunteer recognition & stewardship as related to events and initiatives
 - d. Provide leadership in New Bethany's community partnership development and growth
- 4) Oversee the database of donors including names, addresses and contributions;
 - a. Prepare periodic reports of fundraising activities and results related to established goals;
 - b. Maintain donor database to ensure it is serving the organization to the best of its ability
- 5) Manage grant opportunities and prepare grant proposals;
 - a. Assist in writing and management of corporate and foundation grants.
 - b. Assist in securing new opportunities that align with organization's mission and service.

QUALIFICATIONS:

The candidate must have proficiency in all of the following:

1. ability to build and develop relationships, high emotional intelligence
2. proven track record for securing and retaining donors
3. advanced digital literacy in database tools and spreadsheet analysis
4. excellent writing skills

The candidate is preferred to have working knowledge of at least one of the following:

5. event planning experience
6. social marketing experience or PR
7. experience with state grant writing and administration