



JOB DESCRIPTION

Job Title: Development Director

Reports To: Executive Director

Salaried or Hourly: Salaried

Exempt or Nonexempt: Exempt

Supervisory (# of staff supervised): 0

Camping Commitment Statement

As a follower of Jesus Christ and a minister of His Gospel, model a full understanding of Camp Blessing's ministry strategy and how we provide excellent camping and volunteer experiences for individuals to encounter Jesus Christ and know the truth of God's love for them.

Mission & Authority

Through intentional planning and execution, foster an environment where both existing and potential donors feel informed, cared for and connected to the ministry of Camp Blessing and have opportunities to impact the ministry a connect with others who might as well.

ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS:

Because of Camp Blessing's exclusive Christian purposes of evangelism and discipleship, and to reflect what has always been and will continue to be the position of Camp Blessing, specifically the Christian belief that each and every employee and volunteer of the organization should minister as a servant of God with the primary responsibility of proclaiming the Gospel of Jesus Christ and, as such, is an integral part of the Christian mission and ministry of the organization, Camp Blessing shall only employ individuals or enlist volunteer leaders who: (a) profess a belief in Jesus Christ as their personal Savior and Lord; and (b) subscribe to the statements and policies required of all Camp Blessing staff, including the Camp Blessing Statement of Faith. Therefore, employees and volunteers of Camp Blessing, during working and nonworking hours, shall be ready, willing and able to fulfill such ministry functions as may be required by the organization and refrain from conduct and statements that detract from the biblical standards taught and supported by Camp Blessing.

Essential Duties:

Spiritual Formation: *Intentionally seek and provide opportunities to grow deeper in their relationship with Jesus.*

- Participate in opportunities for growing deeper in your relationship with Jesus

Attentive Hospitality: *Equip servant leaders who anticipate and respond to the needs of our guests, staff and vendors, through Christ-like service.*

- Establish a posture of service that anticipates donor needs and responds with professionalism through intentional decisions and systems.
- Exemplify donor-focused service and act as a pacesetter for any staff or volunteers in providing attentive hospitality at any events.

Interpersonal Relationships: *Help build relationships that reflect the character of God with donors, staff, vendors and neighbors to foster healthy community.*

- Build relationships that reflect the character of God with donors, staff, vendors and neighbors to foster healthy community.
- Foster interdependent relationships with donors, property staff, Board members, leaders of other departments at camp and assist in building bridges with other departments.
- Pursue relationships with donors or potential donors to foster a sense of connectedness and impact with the ministry of camp.

Comprehensive Stewardship: *Manage with integrity the finances, people, buildings and equipment that have been entrusted to our ministry.*

- Assist in the preparation and management of the budgets for the fundraising and development strategy and plan.
- Evaluate the development strategy to maximize ministry and financial impact.

Talent Development: *Through a consistent and accountable evaluation process, we identify and provide opportunities for staff in continuing education, leadership development, career-pathing and cross-training.*

- Intentionally pursue opportunities in leadership, personal growth, and development.
- Conduct periodic reviews of supervised staff if applicable.
- Develop and maintain a pipeline of potential donors
- Cultivate a pipeline of potential donors and foundations etc.

Embracing Excellence: *Gladly prepare an environment that glorifies Jesus Christ.*

- Advocate for innovative improvements to the areas listed above.
- Respond attentively to solve problems that negatively impact donors.
- Evaluation – Regularly evaluate the development strategy and plan for meeting its objectives

Education:

- BA/BS degree or equivalent life experience

Qualifications and Experience Required fo The Job:

- Demonstrate understanding of Camp Blessing ministry, strategy and mission
- Spiritual maturity
- Experience training and leading teams
- Self-starter who takes initiative and teaches others to do the same.
- Ability to organize and prioritize tasks.
- Ability to manage time for self and others.
- Able to communicate a sense of warmth, genuineness and concern for donors, potential donors,, vendors and staff
- Experience with Word, Excel, Google Suite (Pages, Sheets etc.).

Responsibilities for Development Manager

- Creating a positive, respectful reputation for the organization
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors
- Work with staff and board to develop and implement a comprehensive development strategy to include corporate and foundation grants

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for Camp Blessing.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by staff, board or volunteers, as appropriate.
- Support and partner with senior staff and board members on all major fundraising initiatives.
- Monitor all donor information; provide and present statistical analysis to board and senior leaders.
- Coordinate and conduct meetings (in person, telephone) with donors, prospects, volunteers and key constituencies.
- Monitor and report regularly on the progress of the development program to the Executive Director and board as requested.
- Strategize, plan and assist in the execution of an annual fundraising events.
- Working knowledge of Bloomerang CRM
- Thank you notes to donors within 24 hours
- Write, print and mail annual year end fundraising mailer
- Send tax letters in January to all donors
- Organize annual fundraising luncheon in Houston in April
- Submit grant proposals to funding agencies

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

I have read the above job description, and I believe I can perform the job.

Staff Person's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____