

# Development Manager

The Development Manager is responsible for working with the support of staff and the Board of Directors to create and implement a comprehensive fundraising strategy that will build relationships, cultivate donors, and engage the Mountain TOP Ministry toward financial success. This position reports to the Executive Director.

## **Minimum Qualifications:**

- A strong and growing Christian faith and a servant heart.
- Exemplary communication skills both written and verbal.
- A personality and character that command respect and inspire confidence.
- Exemplary ethics and integrity.
- A commitment to the values and philosophy of Mountain T.O.P.
- A proven leader that displays energy, enthusiasm and partnership development.
- Proven skills in organization, supervision, global thinking, and discretion.
- Computer skills including Microsoft programs, web research, database management.
- A willingness to travel (approximately 33%).
- Detail oriented.
- Flexibility and unflappability.
- A positive attitude.

## **Preferred Qualifications:**

- Undergraduate degree (preferred) with emphasis on resource development or communications / marketing.
- Three years fundraising experience or equivalent.
- Must possess a general knowledge of resource development with a proven record in raising funds, including major gifts.
- Grant seeking and writing experience.
- Print layout and design experience.
- Knowledge of Network for Good or other donor database software.
- Event planning experience.

## **Responsibilities will include, but will not be limited to the following:**

### **Fundraising**

- Create and implement a multi-year strategic development plan, including measurable objectives and budget, in a cost effective and time-efficient manner with the Board of Directors and staff.
  - Incorporate monthly givers, events, annual giving, grant writing, planned giving, individual and major donor programs already in place.
  - Continue to develop and execute our in-kind donation program to meet Ministry needs.
  - Explore and pursue church / conference / individual / local business / corporate / foundation etc. donation possibilities.
  - Train and lead other staff and Board members to support fundraising and marketing efforts.
  - Monitor plan and report progress to the Board of Directors at its quarterly meetings.
- Increase the number of individual donors by setting measurable goals, developing materials, tracking, and following up.

### **Donor Support**

- Network with board members, volunteers and staff to gain insights and to identify potentially significant supporters and major donor support opportunities.
- Manage Network for Good donor management system input & data organization.

- Participate in Resource Development Committee meetings of the Board of Directors.

### **Development and Public Relations**

- Oversee and the development of communications materials, both printed and electronic for fundraising activities.
  - Produce compelling social media /marketing content including video.
- Work with in-house communications/marketing staff to coordinate outreach and communications.
- Make presentations to churches, businesses and other groups in the community.
- Participate in Executive Committee meetings at the request of the Director or the Committee.

### **Benefits**

Ministry provides 401K pension, health, dental, vision & life insurance at no cost.

### **Time Requirement**

Full-time Year-round Position (Exempt classification).

Potential for working from home office with regular visits to main office for meetings as necessary, some nights and weekends.

Required longer term presence for major events during summer, spring, and fall camp weeks.

### **Other**

Transportation allowance provided to reimburse for ministry use of personal vehicle for Ministry activities.