

CAMP ALDERSGATE, INC.
JOB DESCRIPTION
DIRECTOR OF DEVELOPMENT

JOB SUMMARY: The Director of Development (DOD) is responsible for leading the fundraising efforts and administering the fundraising initiatives of Camp Aldersgate to fund the mission and programs. This position seeks to maximize Camp's potential by exploring and implementing a comprehensive, innovative and successful development program. The Director of Development is also responsible for building and sustaining new relationships and providing stewardship to current stakeholders. The DOD is an ambassador of the mission and outreach in both external and internal settings.

RESPONSIBLE TO: Chief Executive Officer

JOB DUTIES AND RESPONSIBILITIES:

- Maximizes Potential of Organization through Fundraising
 - Is the chief fundraiser in collaboration with the Development Department and CEO.
 - Evaluates the creativeness and effectiveness of the Camp's fundraising efforts.
 - Explores new relationships and funding sources.
 - Recommends ways to continue to improve fundraising activities.
 - Encourages staff to employ creative thinking in building donor relations.

- Fosters Relationships
 - Builds and maintains a positive and open rapport with donors, churches, foundations, corporations, etc.
 - Develops a recognition and stewardship program for donors.
 - Builds positive and accessible relationships with constituents.
 - Works closely with CEO on execution of the strategic plan.

- Administers Fundraising Initiatives
 - Designs a multi-year comprehensive development plan including a robust call plan.
 - Develops, implements, and evaluates annual camp fundraising efforts.
 - Recommends and manages annual fundraising budget, funding sources, special events and grants.
 - Coordinates and secures necessary annual budgeted revenue.
 - Supervises, trains, and evaluates development staff.
 - Serves on leadership team to represent development and make organizational decisions.
 - Ensures continued compliance and delivery of reporting and deliverables to sponsors, grantors, foundations and other donors.
 - Oversight of data, maintenance and reporting of the fundraising database.
 - Stays current regarding industry trends and funding trends.

- Represents Camp Aldersgate
 - Serves on committees, task forces, etc. as needed.

- Delivers speeches and presentations on behalf of Camp Aldersgate.
 - Advances public awareness of Camp through presentations, appearances, and media interviews when needed.
 - Works closely with Director Team and Staff to advance the mission and growth of Camp.
- Other Duties as Assigned

MINIMUM QUALIFICATIONS:

- Bachelor's Degree.
- Ability to work collaboratively with a wide range of constituencies and stakeholders.
- Talent for connecting the interest and enthusiasm of donors with Camp Aldersgate's needs.
- Knowledge of personnel management, budgeting, and grant proposals.
- Ability to develop and make effective public speaking presentations on the camp's programs and needs.
- Ability to manage multiple projects and initiatives.
- Willingness to work flexible hours, including work on nights and weekends.
- Minimum age of 25 to fulfill eligibility requirements to be covered by the camp's automobile insurance. Must maintain clean driving record as required by auto insurance carrier.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree and Master's Degree in related field to non-profit management, marketing, fundraising or public relations.
- Minimum of 5-7 years of progressive non-profit development/fundraising experience with a proven track record.
- Familiarity and working knowledge of CRM software.
- Ability to think strategically and creatively about achieving Camp Aldersgate's organizational priorities – a big picture thinker and innovator.
- Ability and experience to motivate, coach, and develop staff to meet objectives. Contagious energy and enthusiasm.

- Experience in Arkansas non-profit organization fundraising.

Signature of Director of Development

Date

Signature of Chief Executive Officer

Date