

Brethren Housing Association

Position Description

Title: *Director of Development*
Department: Development
FLSA Status: Salaried Exempt (Full-time)

Reports To: Executive Director
Incumbent:
Updated:

General Summary

The Director of Development position is a full-time position designed to help Brethren Housing Association fulfill its vision and mission by developing, nurturing and growing resource generating relationships with BHA's constituencies and supporting agencies. The Director of Development manages fundraising activities and other promotional efforts in coordination with the Executive Director and Board of Directors.

Essential Duties and Responsibilities include the following:

1. Annual Fund/Capital/Multi-Year Campaigns
 - a. With guidance from the Executive Director and Development Committee, assist with planning, organization and implementation of fundraising campaigns to individuals, churches and businesses.
2. Grant/Contract Management
 - a. Conduct research and develop relationships with new potential sources of grant/contract funding.
 - b. Maintain schedule of grant/contract deadlines, and write and submit proposals according to grant/contract guidelines.
 - c. Send all follow-up reports as requested assuring use of funds according to grant parameters.
3. Special Events
 - a. Develop, plan and help execute meaningful events to promote awareness and raise funds for BHA's ministry.
 - b. Serve as BHA staff point person for event planning committees.
4. Publications
 - a. Develop appropriate newsletters, brochures, displays, websites and annual report materials that tell the story of BHA's ministry and report our successes and outcomes to our constituencies and supporting agencies.
 - b. Develop and maintain mailing/e-promotional schedule that is strategic in coordination with all other promotional and fundraising activities.
5. Public Relations/Marketing
 - a. Strategize ways to publicly promote the BHA ministry.
 - b. Implement coordinated marketing efforts, including social media strategy, to promote BHA and its activities to BHA's support base and the general public.
 - c. Maintain media contact list and draft and distribute press releases as appropriate to promote newsworthy BHA activities (success stories, project/campaign milestones, promotion of special events, etc.)

- d. Respond to and coordinate requests for speaking engagements.
 - e. Represent BHA to local churches, businesses, civic groups, and other settings, both in person and by recruitment of other staff and board members to make face-to-face contacts.
6. Donor/Supporter Relations
- a. Maintain and further develop meaningful relationships with existing BHA donors, member churches, and other supporting businesses, churches and funders.
 - b. Develop strategies for recruiting and cultivating new and existing major donors.
 - c. Promote planned giving options with BHA supporters.
 - d. Coordinate with the Executive Director and Board of Directors, utilizing their connections to maintain and deepen relationships with BHA donors and funders.
7. Data Management
- a. Maintain accurate database/mailling list of supporters.
 - b. Implement and manage data tracking systems for managing donor relations, church relations, business community relations, events management, campaign management and grant/contract management.
 - c. With input from Executive Director and Program Director, maintain readily available and current outcome data, participant testimonials and other success measures for use in promotional and fundraising efforts.
 - d. Acknowledge all financial donations within 48 hours of receipt.
8. Staff/Board
- a. Work with Executive Director and Board Development Committee to strategize and carry out all fundraising and promotional efforts.
 - b. Provide timely reporting to Board of Directors on fundraising and promotional efforts.
 - c. In coordination with Executive Director, communicate and train BHA staff and board on their role in promoting the work of BHA in their everyday activities, as well as invite their participation in BHA events and other promotional activities.
9. Budget: Manage assigned expense budgets related to fundraising, public relations, events and professional development.
10. Continue professional development by attending workshops/classes beneficial to job and organizational improvement.
11. Participate in BHA Staff Meetings.
12. Participate in BHA Community Events (summer picnics, participant graduation parties, BHA fundraising events, community clean-ups, etc.).

Education and Experience

- 1. Bachelor's degree minimum.
- 2. 3-5 years successful experience in promotional role in Christian ministry or other

non-profit agency setting preferred.

Skills, Abilities, Competencies

1. Strong Christian faith that provides guidance and motivation.
2. Strong affirmation of BHA's mission and its faith orientation among its Brethren roots. Able to connect with supporters, pastors and congregations surrounding issues of faith, including speaking from pulpit of supporting churches.
3. Warm, welcoming personality. Able to relate effectively with diverse constituencies, including: clients, community leaders, business leaders, pastors, charitable funders and communities of faith.
4. Organized professional able to manage people requirements and paperwork requirements of demanding fundraising and promotional oversight workload.
5. Excellent written and verbal communication skills.
6. Self-motivated team player. Works well independently, but also as a team member among the staff and various committees.
7. Empathetic to the needs of low-income single-parent families in crisis, persons dealing with addictions and abuse, and the needs of under-resourced communities.
8. Basic proficiency with Microsoft Office word processing and data entry software.
9. Sensitivity to persons of various cultural, ethnic and socio-economic backgrounds.
10. Commitments and values are consistent with mission and core values of BHA and the Church of the Brethren.

Certificates, Licenses, Registrations

1. Valid driver's license and regular access to a reliable vehicle.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will need to sit (at times for extended periods) or stand as needed. May require walking primarily on a level surface during the workday. Reaching above shoulder heights, bending stooping or lifting (up to 40 pounds) to file documents or move materials during the workday.

Work Environment

The work environment is that most often found in a traditional office setting with primary overhead lighting. The room temperature is typically controlled automatically, and the air quality is typically good.

Other Duties

Please note, this position description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee in this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Executive Director

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date