



# The Center

MISSION OUTSIDE THE BOX

## Development Director

### Part Time 20 Hours (1099)

**Purpose**       Oversee all fundraising efforts, which may include but are not limited to: grant-writing, direct donor cultivation, major donor cultivation, and congregational donor development. Generate annual fundraising strategy and calendar. Work with ED and Steering Committee to develop annual campaign theme and write and produce all fundraising materials. Oversee data management, generate reports, and oversee tracking and sending of donor acknowledgement letters. With ED and Steering Committee, plan and coordinate special fundraising events.

### Required Skills

1. Demonstrated interpersonal skills.
2. Reliable management of confidential material.
3. Experience developing and running fundraising campaigns, cultivating major donors, and writing grants.
4. Experience with Salesforce is a plus. Willingness to learn Salesforce is essential.

### Responsibilities

1. Create an annual fundraising strategy and calendar.
2. Work with ED, AD and Steering Committee to create an annual campaign theme and work with graphic designer to produce all related campaign materials.
3. Identify potential major donors and work with the ED and Steering Committee to cultivate. Work with ED to nurture existing major donor relationships.
4. Manage all data, including expanding our database, ensuring accurate entry of all new data, and regular updating of contact and donation information.
5. Perform data analysis on donors, run reports on giving, etc.
6. Work with ED, AD and/or Steering Committee members to prepare and send grant reports.
7. Oversee donor communications and donation acknowledgement.
8. With ED and Steering Committee, plan and execute fundraising events.

*The Center is a community engagement initiative of the Presbytery of Baltimore.*

*For more information about our work, visit [thecenterbaltimore.org](http://thecenterbaltimore.org).*

*To apply, send a resume and cover letter to Rev. Kate Foster, [kfoster@baltimorepresbytery.org](mailto:kfoster@baltimorepresbytery.org).*