

JOB DESCRIPTION

POSITION: Associate Director of Development: 30 hours

DEPARTMENT: Shalom Spirituality Center

RESPONSIBLE TO: Shalom Spirituality Center Director

Understands and furthers the mission and values of Shalom Spirituality Center and the Franciscan values.

Position Summary: Responsible for designing, implementing and coordinating a comprehensive fundraising strategy that promotes cultivation, solicitation and stewardship of philanthropic support provided to Shalom Spirituality Center. Create and maintain reports on major donors. Manage other projects.

Responsibilities:

1. Develop and implement fundraising projects including but not limited to: year end and spring appeals, Birdies for Charity participation, events, give days, and various mailings.
2. Write grant proposals to corporations and foundations. Manage grant stewardship and reporting.
3. Plan and implement the major gift and planned giving efforts of the Center.
4. Work with Administrative Assistant to oversee donor and gift-related data entry using database tools.
5. Develop and track reports and research for foundations, corporate and individual donors.
6. Visit individual donors and businesses in the tri-state area to cultivate, solicit and steward gifts.
7. Visit individual donors, corporations and foundations.
8. Plan and execute events for donors and volunteers.
9. Coordinate the enlistment of volunteers for Shalom; i.e. dishwashing for meals, lawn maintenance, service projects.
10. Facilitate and co-chair the quarterly Development Committee meetings. Facilitate other committee meetings as needed.
11. Help in welcoming and assisting guests as needed.
12. Meet regularly with administrative staff and program staff to coordinate planning and implement fundraising strategies.
13. Collaborate with the Marketing and PR Specialist to create and maintain a development marketing strategy that uses a variety of channels, including in person engagement, social media, print, and video.
14. Perform related duties as assigned.

Degree of supervision: Provides direction to tasks subject to guidance of Shalom Director. Makes decisions when general instructions, established methods, and defined precedents indicate action to be taken. Refers unusual situations to the Director.

Level of interpersonal skills required: Above average. Social sensitivity and ability to communicate effectively are required.

Confidentiality: Maintains donor confidentiality and office procedures in accordance with ethical fundraising principles.

Analytical and problem-solving requirements: Normal or routine. Analytical ability required in order to gather and interpret data, but in situations where the problems are normal or routine. The analysis or interpretation is based primarily on factual data where established methods or procedures or specific instructions can be followed. While precedents are available, Shalom management values input with problem solving.

Qualifications:

- Education: Associate degree required, bachelor’s degree preferred
- Experience: Three to five years of related work experience.
Strong written and verbal communications skills required.
Strong organizational skills required.
Experience with Microsoft Office required.
Experience using social media in a marketing or fundraising setting preferred.
Experience with fundraising database and tracking systems desired.
- Physical exertion: Intermittent sitting, standing, walking, no physical strain.
- Visual attention: Normal, with considerable time at a computer.

Exemplify a caring, cheerful behavior and effective interpersonal relationships. Maintain a cheerful, helpful, respectful, and courteous manner with all staff, volunteers and guests. Be willing to cooperate and help others and work effectively as a member of the team. Be available outside regular business hours as needed. Maintain a positive attitude toward organizational and departmental goals and policies. Be willing to contribute to and participate in the common mission and goals of Shalom Spirituality Center.

Employee’s Signature

Date

Supervisor’s Signature

Date