

## Religious Coalition for Emergency Human Needs careers

### Director of Development

Frederick, MD

Full-time

Salary: \$50,000.00 to \$60,000.00 /year

#### Organization Description:

The Religious Coalition is a long standing human service organization that specializes in shelter and homelessness prevention services. The Coalition is the largest provider of emergency shelter in the County, and the largest emergency financial services provider outside of the local government. We are seeking to increase the size and scope of our brand, our fundraising reach and public awareness. The Director of Development is a crucial role at the Coalition, charged with increasing funding stability throughout all services, and engaging in an upcoming capital campaign that will expand shelter services for homeless families.

#### Job Summary:

The Director of Development is responsible for planning, organizing, and directing all the Coalition's fundraising initiatives, including the major gifts program, annual fund, planned giving, special events and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors.

#### The following are the duties that can be expected:

1. Develop and execute annual fundraising plan with the Executive Director. Analyze funding needs and propose solutions enhance the size and scope of Coalition fundraising capabilities.
2. Secure financial support from individuals, foundations, corporations and congregations; enhance community partnerships and connections with the organization.
3. Meet prospective donors and supporters on a continual basis to establish effective communications with them. Make public appearances/accept speaking engagements to share information about the Coalition with the community.

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5. Establish and maintain an agency giving club program, planned giving program and endowment fund with a focus on recurring and deferred gifts.
6. Establish and maintain donor stewardship and recognition processes.
7. Oversee grant seeking including research, proposal writing, and reporting requirements.
8. Direct employee fundraising drives.
9. Direct the annual fund program, capital campaigns and other major drives; including mailings and communication associated with them.
10. Conduct and oversee and prospect research and wealth screen on perspective donors
11. Oversee fund raising special events and community awareness events.
12. Manage and oversee fundraising database and tracking system.
13. Manage staff responsible for data entry, gift processing, donor acknowledgments and social media initiatives.
14. Create or oversee the creation of publications to support fund raising activities.
15. Updating the website as needed

### Qualifications

- Familiarity with Blackbaud Donor management software highly preferred
- Strong interpersonal skills and provide an extroverted presence
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships
- Be a “self-starter” and goal driven to initiate donor visits and fundraising calls.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor’s degree in advertising, public relations, marketing or closely related field
- 5 years minimum experience in professional fundraising.

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