

## **Job Description**

### **Director of Development Camp Nakanawa**

Camp Nakanawa, a traditional overnight camp for girls ages 7 to 17, has 100 years of history as a private camp and 4 years as a non-profit organization. Our fundraising and development team of volunteers and camp staff have been successful in raising more than \$800,000 in our annual fund, the Nakanawa Fund, for capital improvements and in starting an endowment fund. The organization has reached a point in its growth where a professional Director of Development with fundraising experience is needed.

The Director of Development position is part-time; we estimate 30 hours per week but are open to discussion on the hourly commitment. Residence within 3 hours of Crossville, Tennessee, is important so that time on site is possible. Nakanawa will accept applications from interested candidates who live farther away.

The Director of Development reports to the Executive Director, and the salary range is to be discussed with her.

To apply, please send a current resume to Karen Hale, our Executive Director, at [karen@campnakanawa.org](mailto:karen@campnakanawa.org) with a brief explanation of your interest in the position. Karen may be reached during business hours at Camp Nakanawa's office as well at 931-277-3711. Karen will share your resume with our Board President, Vice President and Development Chair who will share in the interview process.

#### **Responsibilities include:**

##### **Direct Fundraising**

- develop and run fundraising efforts with ED, Development and Communication Committees of the Board of the Directors to include: annual appeal for operations, major gifts (including for capital projects), and year-round fundraising efforts
- analyze results, plan for future campaigns, build on momentum

##### **Database Consolidation and Management**

- update and consolidate existing alumnae databases
- learn and manage Donor Perfect Software
- provide receipts and reports in timely manner

##### **Donor Base Maintenance and Growth**

- cultivate and grow base of donors, keep in touch
- ensure robust stewardship of donors
- identify possible large donors
- create proposals for fundraising initiatives

- send acknowledgement cards, gifts, special updates/ photos
- manage calls by Board members to thank donors

### **Reporting and Compliance**

- prepare and present reports on the progress of development initiatives to the Board, alumnae and parents
- ensure compliance with laws and regulations related to fundraising and non-profit Management

### **Contributions to *Valkazon* Newsletter**

- create monthly articles as needed to form solicitation
- manage feedback from newsletter mailings

### **Grant Search and Coordination**

- locate grants for which we are eligible
- work with volunteer grant writers to submit and monitor applications

### **Strategic Planning and Budget Oversight**

- develop and implement strategic plans to raise funds in a cost-effective and timely way
- oversee the development budget and monitor expenses

### **Skills and Qualifications**

**Experience:** At least 5 years of experience in fundraising, development, and non-profit management;

**Leadership:** Initiative and management skills to work with volunteer team and donors;

**Communication:** Excellent communication skills for building relationships with donors, board members and coworkers;

**Strategic Thinking:** Ability to develop and implement effective fundraising plans;

**Adaptability:** Flexibility with change in flow of activity and staff in seasonal camp environment and in non-profit fundraising trends.