

Job Description

Riverside Lutheran Bible Camp

Director of Development Responsibilities

Overview

To raise the gift funds needed to carry on the mission and ministry of Riverside;

To plan with the Executive Director, Board of Directors, and Development Committee the annual and long-range fund raising goals;

To inform various constituencies about the excellent programs and services provided to congregations, individuals, families, groups and organizations and of the need for financial support.

Duties And Responsibilities

Fund Raising

- Work with the Executive Director and Board of Directors, to develop the annual and long range program goals and accept responsibility for reaching annual, capital and planned giving goals.
- Promote and direct the Annual Fund, Capital Fund and Planned Giving programs.
- Research and cultivate foundations, corporations and church funding organizations, and match their programs of funding with Riverside.
- Research and cultivate individuals and families who are possible donors.
- Spend time necessary on fund raising calls on prospects and donors to achieve goals and budgets set by those in authority.
- Work with the Board of Directors to improve its competence and effectiveness in supporting fund raising efforts.
- Plan and organize all development meetings and events. This includes the selection of places and times, notices of meetings & events, preparing agendas, local arrangements, and follow up on meeting & event activities and plans.
- Recruit, equip, motivate and supervise development volunteers, leaders and workers.
- Solicit contributions from donors. Organizing and mobilizing local groups such as congregations and organizations as they conduct local solicitations for Riverside.
- Administer the development office including budget, timeliness, record keeping, publishing materials, acknowledgment procedures, donor records and correspondence, monthly and annual gifts reports and follow up activities.
- Manage content for website and keep it updated. Develop and write news stories.
- Support online web presence through various social media platforms.
- Maintain appropriate response of appreciation for gifts of all kinds.

Job Requirements; Minimum Qualifications

- College degree in related field
- Prefer two – five years of successful professional experience with increasing responsibility levels
- Ability to work with diverse group of people
- Strong organizational and time management skills
- Strong attention to details
- Excellent written and oral communication skills, including superior editing and proofreading
- Comfortable and eager to meet new people and expand the donor base
- Solid technical skills in Google docs, Microsoft Office Suite and ability to learn other apps as necessary

Public Relations

- Direct the public relations component of the development program.
- Supervise the design, printing and distribution of promotional materials and publications for the development program subject to marketing philosophy of the camp.
- Accept responsibility for church, community and media relations with the main emphasis on the development program.
- Participate in the planning of special events.
- As a primary public spokesperson for Riverside, the Director makes key public presentations to congregations, conferences, media and other groups on behalf of Riverside. Develop and maintain materials & a list of speakers to assist in promoting the Riverside ministry..
- Be an active presence for Riverside in the community and among the constituency.

Physical Requirements

Light work: Occasional lifting of objects up to 25 pounds as needed

Accountability - Directly accountable to the Executive Director.

The responsibilities of this position will be carried out in keeping with the mission statement and policies of Riverside Lutheran Bible Camp. The mission statement – “To know Jesus Christ, and to make Christ known to all”