



## THE EVANGELICAL AND REFORMED HISTORICAL SOCIETY POSITION DESCRIPTION

### Development Director

**Reports to:** Board of Directors

**General Description:** The Evangelical and Reformed Historical Society, a nationwide organization, is seeking a part-time development director to join our team. The director's primary objective will help move the Society closer to its financial goals by actively pursuing fundraising opportunities for the Society, including an annual appeal campaign to an established donor base, developing relationships between the Society and new potential donors, grant writing, and managing fundraising operations. The ideal candidate will be experienced in fundraising for faith-based non-profit organizations. Lastly, the Society seeks a consultant who is motivated, organized, and believes in the Society's mission.

**Scope:** For the past several years, the Society budgeted to receive gifts and donations of approximately \$30,000. In 2021, total gifts and donations to the Society were budgeted at approximately \$40,000. Currently, there are 306 existing donors in our database, of which the Society has received a donation from 42%. YTD, the Society has received \$31,000 in total gifts and donations. For 2022, the Society is committed to expanding our fundraising efforts to \$114,000.

This is a part-time position of 12-16 hours per week with an hourly rate of \$30.00.

### **Duties and Responsibilities:**

The incumbent's specific duties will include, but not be limited to the following:

1. Promote awareness and effectively convey the organization's mission and vision to donors
2. Cultivate a network of dedicated donors and volunteers in the U.S. and beyond
3. Strategize and execute fundraising initiatives to help the organization meet financial goals
4. Form strong relationships with external stakeholders
5. Ensure major donors are engaged and kept in the loop
6. Spot new fundraising opportunities
7. Research individuals, corporations, and foundations that may be interested in gift-giving
8. Craft grant applications and fundraising proposals as required

9. Organize fundraising events in collaboration with the Program Committee
10. Report regularly to the Society Board of Directors on progress, initiatives, and goal achievement

**Skills and Qualifications:**

1. A minimum of three years' fundraising or marketing experience
2. Exceptional communication and relationship-building skills
3. Ability to lead and motivate colleagues and volunteers
4. Strong attention to detail
5. Ability to research donor history, trends, and past giving history
6. Adept at managing tasks, planning events, and balancing priorities

**Preferred Qualifications:**

1. Bachelor's degree in communications, business, public relations, or a related field
2. Certificate in Fundraising, Diploma in Fundraising, or similar qualification
3. Competence in Microsoft Office suite, Google technology, and donor management systems
4. Experience writing grant proposals, press releases, and/or fundraising letters
5. Confidence with public speaking

Interested candidates should submit a cover letter, resume, and (3) professional references with current contact information to [info@erhistoricalsociety.org](mailto:info@erhistoricalsociety.org). Candidates will be contacted via email to schedule an interview. If you have any questions about the application process please contact Alison Mallin at (717) 290-8734 or by email at [info@erhistoricalsociety.org](mailto:info@erhistoricalsociety.org).

**Deadline to submit application materials is January 15, 2022.**