

Agapé ☩ Kure Beach Ministries, Camp Agapé in Fuquay-Varina, NC

Director of Development

DESCRIPTION

This **full-time, year-round Director of Development** is responsible for guiding Agapé ☩ Kure Beach Ministries in all areas related to fund development. That includes building upon a strong donor foundation through increased giving in annual fund, planned giving, and friend raising activities. This leader will oversee the administration of the development program including accurate record keeping through Donor Perfect, serve as an active part of a team ministry with the Executive Director and all staff, and seek to provide excellence and guest satisfaction while using the Agapé ☩ Kure Beach Ministries mission statement as our guide.

The position reports to the Executive Director, working in partnership with the Agapé ☩ Kure Beach Ministries Board of Directors. It is located at Camp Agapé in Fuquay-Varina, NC.

RESPONSIBILITIES

General Responsibilities:

- Support the mission and ministries of A☩KB Ministries
- Serve in partnership with the Executive Director to carry out the mission and vision of A☩KB
- Play an active role in vision setting for fund development and growth of A☩KB Ministries
- Assist in developing and communicating the philosophy of A☩KB Ministries
- Represent A☩KB Ministries at Synodical and congregational events
- Actively participate in all special events: Golf Outings, 5-K, Dinner Club, Phone-a-thon, Open House, River of Hope, O Holy Night, etc.
- Attend Board Meetings as requested to report on fund development status

Resource Development Responsibilities:

- Maintain and Grow the current Annual Fund with emphasis on the giving club “River of Hope”
- Cultivate, solicit, and provide recognition to donors making outright and deferred gifts
- Take leadership in developing and guiding any capital campaigns
- Recruit and train staff, board members, and volunteers to support fundraising efforts
- Develop and implement a comprehensive, written, fund development plan with strategies for donors and prospects including individuals, churches, organizations, corporations, and foundations in order to meet fundraising goals
- Develop a balanced fund development program including use of direct mail, electronic media, special events, grants, and face-to-face solicitation methods
- Work in conjunction with the Marketing Director in preparing all fund-raising materials

- Communicate effectively to inform donors of the need for/impact of their donations
- Research and identify grant opportunities, submit proposals to outside funding agencies and meet reporting requirements

Administrative Responsibilities:

- Develop and oversee the donor database, including systems for donor records, prospects, profiles, reporting, and recognition (Donor Perfect)
- Develop and manage the department budget
- Develop standards and procedures as needed
- Maintain professional certifications and networks
- Assist in the work of task forces and board appointed committees as requested

Qualifications and Experience

- A minimum of 3 years' professional development experience preferred
- Strong relationship building skills
- Ability to work effectively with a wide range of constituencies
- An appreciation for and commitment to ELCA ministries
- Demonstrated organizational, interpersonal and communication skills
- Initiator, self-starter; able to plan, organize and prioritize work
- Ability to make the ASK and maintain confidentiality
- Ability to develop and conduct presentations
- Desire to learn Donor Perfect and seek to optimize its advantages (fund raising software)
- Willingness and ability to travel 3 - 4 days a week to meet donors and cultivate relationships
- Flexibility to work some weekends and evenings

Application Process

A resume and cover letter may be directed, in confidence, to Gaye Lindfors of Significant Solutions, the consultant assisting with this search (Gaye@SignificantSolutionsInc.com; 651-490-9550).

<https://agapekurebeach.org/>