

# **INCARNATION CENTER**

## **JOB DESCRIPTION**

### **DEVELOPMENT DIRECTOR**

**POSITION SUMMARY:** The Development Director (DD) is responsible for developing and implementing the development strategy for Incarnation Center (Center). This includes but is not limited to all aspects of management, supervision, marketing and administrative support of development activities, fund raising and special events. The DD supports the development goals for each line of business and programs established by the Executive Director (ED) and Center's Board of Directors (BOD). The DD ensures that the development actions of the Incarnation Center are coordinated, efficient and yield measurable results.

**QUALIFICATIONS & EXPERIENCE:** Bachelor's Degree, with at least 3 years of fund raising experience of which one year in be in a supervisory capacity. Must have exceptional written and verbal communication skills along with editing and proofreading experience. Strong project management and organizational skills. Candidate should be high-energy and entrepreneurial, with a proven track record in building strong relationships with potential donors and meeting fundraising goals. She/he must be able to move between big picture strategy and day-to-day implementation. The ideal candidate will be comfortable working with donors, board members, staff and members of the local community. Understands the principles of hospitality and guest services. Demonstrate initiative and ensure accountability, and achieve measurable outcomes. Solid experience working productively within a team environment. Ability to create compelling marketing materials. Knowledge of planned giving, capital campaigns. Good analytical and quantitative skills. Working knowledge of Microsoft Office, Excel and Power Point as well as software relevant to fundraising activities. Willingness to travel and spend a night or two within the NYC Tri-State and New England areas. Experience in a not-for-profit business is a plus.

**REPORTING RELATIONSHIP:** Reports to the Executive Director and is a member of the Center's management team. Acts as staff support for BOD Development Committee and Marketing and Program Committee.

**DUTIES:** DD is expected to evaluate the existing development policies and procedures and design an improved business plan which includes:

- Participating in securing a comprehensive computer system for the Center balancing cost against projected efficiency gains.
- Developing protocol for maintaining accurate records of all gifts.
- Expanding database of all potential donors (campers, parents, alumni, conference visitors etc.)
- Setting Annual Fund goal, create compelling supporting marketing materials.

- Establishing personal rapport with major donors/prospects as part of the planned giving and capital campaigns.
- Designing and executing an annual direct mail campaign.
- Supporting the Alumni Association.
- Developing organized campaign for calling on existing/prospective donors either alone or with ED and/or BOD members.
- Organizing fund raising events.
- Organizing capital campaigns.
- Supervising activities of Development Associate.
- Develop business plan for all development activities with targets for the next two, five and ten years for discussion with the ED, BOD and staff.
- All necessary actions required to achieve the development goals of Incarnation Center.

**COMPESATION & BENEFITS:** \$40,000-\$60,000 per year depending on qualifications and experience. Health and retirement benefits are available.

**Incarnation Center** - Founded by the Church of the Incarnation of Manhattan in 1886 to provide a fresh air experience for underprivileged children of New York, Incarnation Camp has thrived for over 125 years and has expanded to include a conference center, nature center, childcare and farm. Now called Incarnation Center, we are located in coastal Connecticut on 700 wooded acres surrounding a mile long private lake. Incarnation Camp is the oldest running co-ed camp in the United States.