



## JOB DESCRIPTION

### Development Director

**START:** July 1, 2024 (negotiable)

**LOCATION:** The primary location of work will be performed at Hub450, (450 N Prince St.) Lancaster, PA with frequent travel in the local region.

**AUTHORITY (COLLABORATIVE, SERVING LEADERSHIP):**

The Development Director functions with authority from the Advancement Director/COO.

**RESOURCES FOR THE JOB**

Resources delegated to the Development Director include

1. Personal compensation and benefits package: FTE: 50 - 100%
2. Budgeted amounts for travel, events, and development activities.
1. Additional training as needed.

**LIMITATIONS OF AUTHORITY**

The limitations of authority for the Development Director are determined by:

1. Applicable civil laws - except those in contradiction to the Gospel
2. Executive limitations policies (Cf: Board Policy)
3. CAO employee handbook and all worker information manuals
4. The organization's strategic plans and priorities
5. Limitations specific to the position (departmental budget limitations)

**RESPONSIBILITY (OVERVIEW)**

The primary responsibility of the Development Director is to foster and grow relationships with EMM donors and to raise financial support for EMM's mission vision.

**AREAS OF RESPONSIBILITY**

1. Foster relationships with donors (individuals and businesses), encouraging giving to EMM. E
2. Work within the broad EMM mission vision to design and implement fundraising strategies with the goal of expanding the donor base. E
3. Analyze systems and structures to create effective and efficient processes. E
4. Develop and maintain ethical development structures and standards. E
5. Write and develop media that encourage giving to EMM, communicating effectively both the vision for missions and the different ways one can be involved in supporting missions. E

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The information in this job description is intended to illustrate responsibilities and pertinent qualities for the assignment. This position description does not imply a contract.

**KEY**

**E = Essential functions** — Key components of the job; what an individual needs to do to fulfill the requirements of the position.

**O = Other functions** — Job functions that others can do; areas where there is greater possibility of making reasonable accommodation (as per ADA).

6. Lead in the marketing and promotion of planned giving. E
7. Oversee resources and training that assist MSTs in their fundraising. E
8. Represent EMM as needed in group/congregational/leadership settings.
9. Serve as the primary facilitator for understanding and communicating about financial relationships and partnerships within EMM's supporting networks. E
10. Develop and maintain standards and protocols for EMM's public events and oversee the planning and designing of events that are primarily focused on fundraising or donor relations. E
11. Provide advice and insight to EMM leadership on the nature, attitude, and engagement of its donor base. E
12. Keep records and provide reports of relational connections with business leaders and donors who consistently support and engage with EMM's mission vision. E
13. Collaborate in recruiting partners to participate in Vision Support Teams which support and sustain mission efforts within a region, country, or ethnic group. E

### **EXPECTATIONS OF RESPONSIBILITY**

The expectations of responsibility of the Development Director are expressed above along with the organization's strategic plans, priorities and goals (reviewed annually with the supervisor), and the operating and financial budget.

The Development Director is expected to display the organizational values expressed in *Christ's Transforming Love* (a booklet defining EMM's mission, vision and values) of obedience, well-being, and multiplication as well as the relationship values of affirmation, involvement, and servant leadership with CAO staff, with volunteers, with program participants, with partner churches, and with other stakeholders.

The Development Director is expected to function within the Association of Fundraising Professionals' code of ethical standards.

#### **A. MINISTRY COMMITMENTS**

- Attendance at weekly chapel. E
- Participation in team devotions/prayer times. E
- Displaying a Christ-centered life. E
- Commitment to integrate prayer into normal day-to-day work responsibilities. E
- Attendance at prayer and fasting/feasting and celebrating days. E
- All staff who are 50% FTE or more will participate in the two-week Launch training within two years of employment (preferably during the first year). E

#### **B. CHURCH AFFILIATION**

- Active member in a Christ-centered, mission minded congregation with preference to Anabaptist communities. E

#### **C. ATTENDANCE OF EVENTS**

- All salaried staff are expected to attend EMM corporate events and at least one session of the Lancaster Conference Celebration of Church Life (CCL). Directors and staff who have roles connecting to LMC are expected to attend most of the sessions. E

#### **D. TRAVEL**

- This position includes regular travel in the surrounding areas (Lancaster and nearby counties) to meet with donors. Occasional extended travel within the USA is expected.
- This position requires a current driver's license and good driving record. E

#### **E. PHYSICAL**

- This person should be able to lift and transport 25 pounds for short distances. E
- This position requires that a person have sight and hearing. E

### **ACCOUNTABILITY**

#### **A. SUPERVISION/ACCOUNTABILITY**

- The Development Director will be supervised by and accountable to the Advancement Director/COO for performance and for compliance with the limitations of authority and expectations of responsibility.
- Accountability is mutual; the Advancement Director/COO is accountable to the Development Director for providing the authorization, resources, affirmation, involvement, and servant leadership required for the successful realization of the responsibility.

#### **B. WORKING RELATIONSHIPS**

- This person will be part of the President's Office and will be working with:
  - Advancement Director/COO for developing strategy.
  - Development Assistant for logistical support and database management.
  - The EMM President to visit and encourage donors.

### **QUALIFICATIONS**

#### **A. JOB EXPERIENCE**

- This position requires three years of experience in development or five + years of experience in business or non-profit organizations. E

#### **B. EDUCATION**

- Requires a three or four-year college or professional degree or extensive life experience in business, financial management, or leadership. E
- Requires training in development practices or the willingness to undergo further training. E

#### **C. LANGUAGE SKILLS**

- This position requires fluency in speaking, writing, and reading English. E
- Bilingual (Spanish) is a plus. O

#### **D. CROSS-CULTURAL EXPERIENCE**

- This position requires six months to two years of experience in another country/culture or extensive travel. E

#### **E. PERSONALITY AND PERSONAL STRENGTHS**

- Highly relational with the ability to take initiative in many different relationships. E
- A good public communicator. E
- Sensitivity and diplomacy in communication. E

- Capacity to develop and articulate vision. E
- Ability to develop strategy. E
- Have a high capacity to articulate the vision and mission of EMM. E
- Be skilled in both listening (drawing others out) and expression (sharing personal perspectives) for collaboration. E
- Have the ability to assess and respond appropriately to situations of conflict. E