**VIRGINIA MENNONITE MISSIONS**

**Position Description**

**Title**: Development Associate

**Job Statement**: Represent Virginia Mennonite Missions (VMMissions) to individuals, businesses, and churches, promoting the cause of missions and soliciting support, primarily for the general Mission Fund.

**Supervised by**: Director of Public Relations

**Load:** Up to 100% time – beginning January 1, 2018

**Qualifications**:

1. Personal faith in Jesus Christ, commitment to the church, and passion to promote the work of VMMissions.
2. Familiarity with Virginia Mennonite Conference (VMC) and the broader VMMissions constituency, and preferably active membership in a VMC congregation.
3. Strong reputation, demonstrated leadership, excellent interpersonal relationship skills, and proven ability to be a team player.
4. A successful record in the solicitation and closing of major gifts.
5. Ability to communicate effectively in personal and public venues.
6. Computer skills for managing the donor database and developing reports and public presentations (i.e., willingness to learn to use database software - Blackbaud’s Raiser’s Edge NXT; prior knowledge and skills in Word, Excel, PowerPoint or equivalents).
7. Physical well-being appropriate to demands of the job.
	1. Ability to transport materials weighing up 50 lbs. for short distances.
	2. A current driver’s license.
8. Flexibility in working hours due to occasional evening and weekend meetings and occasional travel.
9. Undergraduate degree required. Formal study beyond the baccalaureate preferred.

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| **Essential duties and responsibilities** |
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| 1. | Relate to the VMMissions constituency  | 1.1 | Articulate the mission and vision of VMMissions and have a working knowledge of its programs, partnerships, workers and priorities.  |
|  | 1.2 | Cultivate current donors and discover prospective donors through regular personal contact, seeing this as a ministry of inviting people to share their resources for the cause of Christian missions. |
|  | 1.3 | Winsomely solicit support for VMMissions’ Mission Fund (general operations), as well as select Special Projects as discerned with Development Team (specific ministries and mission workers). |
|  | 1.4 | Keep adequate record of all donor contacts and follow VMMissions protocols for recording donor commitments to give, receiving donor gifts, issuing receipts and sending letters of appreciation. |
|  | 1.5 | Stay apprised of the giving patterns and interests of supportive individuals, businesses, and churches. |
|  | 1.6 | Become generally familiar with gift instruments and the professional advisers who can assist with their drafting and execution. |
|  | 1.7 | Involve the President in development efforts with key constituencies and potential donors. |
|  | 1.8 | Assist the President in building long-term endowments. |
|  |  | 1.9 | Network with financial and fundraising professionals in the VMC constituency and the broader Anabaptist family of churches. |
|  |  | 1.10 | Attend conferences and resourcing events as needed to learn and keep current with the field of fundraising. |
|  |  | 1.11 | Meet regularly with supervisor to coordinate efforts and plan donor contacts. |
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| 2.  | Serve on the Development Team | 2.1 | Attend regular Development Team meetings with the Director of Public Relations and the President. |
|  | 2.2 | Assist in the development and execution of the annual fundraising plan. |
|  | 2.3 | Assist in the development and implementation of an effective plan for thanking donors promptly. |
|  | 2.4 | Help coordinate the various fundraising campaigns of the organization, both for Mission Fund and Special Projects. |
|  |  | 2.5 | Ensure that key individuals, businesses and congregations are assigned to members of the development team. |
|  |  | 2.6 | Help evaluate, strengthen and maintain the donor database. |
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| 3. | Serve on the Advancement Team | 3.1 | Attend regular Advancement Team meetings.  |
|  | 3.2 | Assist in planning effective publicity and fundraising events within the VMMissions constituency. |
|  |  | 3.3 | Upon request of the Director of Public Relations, participate in and represent VMMissions at key publicity events. |
|  |  | 3.4 | Support the Ministry Support Team Coach in training new and existing workers and their support teams in the practices of fundraising, and identifying MSTs needing additional support. |
|  |  | 3.5 | Respond to speaking invitations when possible. |
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| 4. | Miscellaneous | 4.1 | Attend staff meetings, prayer time, planning meetings and retreats. |
|  |  | 4.2 | Perform other duties as needed. |