

The First Parish in Concord

A Unitarian Universalist Congregation

Gathered in 1636

Director of Development POSITION DESCRIPTION

NATURE OF WORK:

Under the direction of the Ministers and Business Manager, and in accordance with the principles of Unitarian Universalism, the Director of Development provides vision, leadership and strategy to cultivate members as donors and encourage a culture of generosity at First Parish.

This is a part time position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provide vision, leadership and administrative support for the annual campaign, in partnership with the Annual Campaign team, and with help from the Ministers, the Business Manager and occasional outside consultants.
- Develop a vital planned giving program for First Parish, finding innovative ways to encourage parishioners to designate FP in their estate plans. Markets this campaign to parishioners, conducts workshops, pays individual visits to donors.
- In conjunction with the Business Manager, provides leadership and uses lay expertise to explore possible new income streams such as grants for program areas like social action, music and youth, retreats and classes, lectures series, mission trips, on-line bookstore. Research, network, and attend conferences to learn what other non-profits are doing to generate income and be less dependent on gifts.
- Develop compelling written brochures and materials, as well as web site content, on “how to give at FP.” Make on-line donations to annual, capital, planned giving and other campaigns possible.
- Direct and provide administrative support, with assistance from lay committees, for certain special fund drives, such as a capital fund drive. Helps coordinate communication between annual and capital fund drives.
- Oversee any revenue-producing activities at First Parish, including special events committee, occasional fundraisers.

- Oversee maintenance of the database for church pledge records.
- In conjunction with Business Manager, provides leadership and finds lay expertise to help the church assess existing income streams (rentals, fees for weddings and funerals, any use of the facilities, gifts).
- Works with ministers, staff and lay development committee to formulate year-round “donor cultivation” strategy. Coach staff on donor cultivation.

STAFF TEAM MEMBER

- Attends program staff meetings, all staff meetings and staff retreats as an active, contributing member of the overall staff team.
- In conjunction with other staff members, helps to create a collaborative, welcoming, “service-oriented” church staff culture.

The above shall not be construed as an exhaustive description of all of the work required to successfully fulfill this job. Moreover, from time to time, the Minister may assign additional duties outside the parameters outlined above.

QUALIFICATIONS:

Requires an Associate or Bachelor's degree from an accredited college or university. Background in development or fundraising is required. Background in business, sales or marketing is a plus. The candidate needs to be a warm, approachable person, a sensitive listener, an articulate spokesperson for Unitarian Universalism, and have the ability to work effectively with people from broad and diverse backgrounds as well as a wide range of personalities. The candidate needs to be a leader who can provide vision and attract people to that vision. The person must be able to personally recruit, train and manage volunteers. Team management experience is a plus. Good writing, speaking and telephone skills are necessary. The candidate must be able to work independently and as part of a team. An ability to maintain confidentiality is critical. Working knowledge of Microsoft products is a plus. The candidate's schedule must be flexible as this position requires some evening and weekend meetings, including some Sunday morning hours.