

# Mission Springs Christian Camps and Conference Center

## *Job Posting – Immediate Opening for New Position*

### **Director of Development**

Provides leadership and management of the direction, planning, coordination and execution of fundraising and development related activities for Mission Springs Camps and Conference Center.

Position reports to the Executive Director.

Full-time, Salaried Exempt, Excellent Compensation Package incl. benefits.

#### **Minimum qualifications:**

- Must have Christian convictions in keeping with the doctrines and policies of the Christian faith.
- Bachelor's degree.
- Five years of full-time fundraising experience, including major gift fundraising experience.
- Demonstrated success and evidence of ability to plan and execute a fund drive.
- Demonstrated leadership, management, and administrative skills.
- Excellent verbal communications skills and demonstrated ability to write clearly and persuasively.
- Demonstrated problem-solving, research, and analytical skills.
- Ability to interface with other departments and external constituents.
- Proficiency in Microsoft Word, Excel, PowerPoint, and Database management.
- Strong organizational and time management skills.
- Ability to work independently with little supervision.
- Strong interpersonal skills.
- Strong partnership-building and event-planning skills.

#### **Preferred qualifications:**

- Advanced degree.
- Knowledge and understanding of the Evangelical Covenant Church.
- Experience working in camping and retreat ministry work.
- Demonstrated knowledge of planned giving.
- Demonstrated success in activities to coordinate, attract, and close major gift funding support, including face-to-face solicitation of gifts of \$100,000 or more.
- Demonstrated senior leadership with strategic, policy, and budget planning experience.
- Able to initiate, analyze, monitor, evaluate, and advance strategic advancement plans.
- Major gift and management success working during a large capital campaign.
- Experience working in or overseeing annual giving programs.
- Understanding of the needs and interests of major donors in order to develop relationships between them and Mission Springs.
- Broad knowledge of tax laws that impact charitable giving, personal assets and estates.

#### **Typical Duties Include:**

- Creating and implementing strategic plans for the department.
- Planning and administering the development annual budget.
- Developing and implementing capital fund drive programs.
- Supervising Development Assistant personnel in the area of fund development activities.
- Planning, developing and executing strategies for obtaining donations: identifying, cultivating, nurturing, and soliciting major gift prospects (individuals, corporations and foundations).
- Supervising systematic efforts to identify, steward, maintain, and upgrade annual giving donors.
- Working with Covenant Trust Company for planned giving opportunities.
- Overseeing, managing, and planning advancement events.
- Managing annual and special campaigns.

**Please send resume and cover letter to Bryan Hayes: [bhayes@missionsprings.com](mailto:bhayes@missionsprings.com)**

#### **Mission Springs Camps and Conference Center**

1050 Lockhart Gulch Rd. Scotts Valley, CA 95066 - [www.missionsprings.com](http://www.missionsprings.com) - P(831) 335-9133 - F(831) 335-7726

*A ministry of the Pacific Southwest Conference of the Evangelical Covenant Church.*