



## Job Description

**Position Title:** Director of Development Communications

**Effective:** 1/2/2024

**Reports to:** VP for Development

**Supervises:** N/A

**Status:** Exempt, Salaried; Full-time

**Salary:** \$45,000 – 50,000

**Essential Functions:** This position is responsible for oversight of annual giving to the Montreat Fund through mass appeals, as well as project management and implementation of development communications. Year-over-year growth of the Montreat Fund to meet increasing goals is expected.

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### Essential Duties:

- Manage Montreat Fund solicitations and stewardship, which includes developing and managing direct mail and email appeals, mass solicitation, cultivation materials, social media content, and annual reports in collaboration with the Development and Communications teams.
- Plan and execute special giving opportunities, such as Giving Tuesday, end of year, etc.
- Collaborate with the Communication Department to guide production of all development communications materials, including website design, print materials, email and social media.
- Produce donor and community engagement pieces, such as birthday cards, obituaries, community announcements, etc.
- Assist Vice President for Development with coordination of weekly staff meetings and retreats.
- Lead bi-weekly Montreat Fund staff meetings.
- Generate reports and ongoing data needs in partnership with donor records coordinator.
- Manage pre-event registration pages, name tags, and event communications.
- Collaborate with Development staff to leverage analytics and tools to improve donor retention, upgrades and acquisition; and list segmentation.
- Assist Vice President for Development with budget creation and maintenance.

### Requirements:

- Experience of annual giving direct mail and digital solicitations for non-profit fundraising.
- Strong knowledge of Microsoft Office Suite, especially Excel, and ability to learn new software.
- At least three years of experience in development, customer service, or hospitality service.
- Experience with project management.
- Experience with fundraising database software or CRM.
- College degree strongly preferred.
- Has a valid driver's license and acceptable driving record.

### Preferred Platform Experience:

- WordPress
- Constant Contact
- Raiser's Edge
- Adobe Suite

**Competencies:**

- Ability to work well independently and cooperatively with others. Teamwork is essential.
- Ability to set, meet, and uphold deadlines.
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks.
- Ability to follow directions.
- Ability to identify fine detail within larger initiatives.
- Ability to use critical thinking and resources to solve problems.