

Position: Development Director

Classification: Year Round Staff



Job Description

Crystal Lake Camps, founded in 1949, has been a 501(c)3 non-profit organization since 1984. Dedicated since our founding to the practice and teachings of Christian Science, today our summer camp program operates as our cornerstone activity, with additional adult and family experiences for Christian Scientists and their family and friends at various points throughout the year. Our beautiful and wooded 960-acre property in north central Pennsylvania is also home to the Crystal Lake Ski & Outdoor Center, which Crystal Lake Camps Inc purchased in 2014 and operates recreational activities for the public and rental groups in the spring, fall, and winter. We also offer rest & study options for Christian Scientists in the non-summer months.

We're looking for a motivated and dedicated individual to continue our trajectory of growth and achievement to run our development efforts. We have a small team but aim to make a big impact. As half of our summer camp participants come from outside the USA, the Development Director should have an interest and love for the worldview promoted by Crystal Lake Camps.

The successful candidate will be an active listener, hearing constituents with a focus on donor needs, and will know how to identify mutual benefits. They will communicate exceptionally well and will compel audiences through writing and speaking. They also know how to make timely, effective, and ethical decisions, and initiating and completing projects will be a strong component of their demonstrated work history.

Status: Overtime exempt, full-time equivalent, year-round position

Qualifications

1. Member of the First Church of Christ, Scientist, in Boston, MA
2. Christian Science Primary Class instruction
3. Sincerely dedicated to daily study and application of Christian Science
4. Bachelor's degree
5. 3+ years of applicable job experience
6. Good multi-tasking and time management skills
7. Proficient in the use of Microsoft Office
8. Familiarity with web-based donor management systems (CLC uses Little Green Light)
9. Persuasive writing, strong verbal communication, and the ability to interact at the executive level
10. Consistent attention to detail and follow-through on tasks
11. Take initiative and work well in an independent setting

Reports to: Executive Director

Manages: shares supervision (50/50) of the Marketing Coordinator with the Camp Director

Location: work from home

Travel: minimal expected at the start, but more could be added as the successful candidate grows into the role

Primary Job Duties

1. Oversee implementation of the company's annual Development Plan
2. Develop and manage production of three major fund appeals annually
3. Prepare annual fundraising budget to support the company's core mission activities; subsequently monitor fundraising expenses to stay within budget
4. Support the Executive Director and Trustees in connecting with key friends and constituents of the company
5. Maintain existing plus develop new donor relationships
6. Quarterly check-ins with major funders
7. Writing of grants and associated follow-up reports as required
8. Conduct and manage monthly Development Team meetings (comprised of 4 Trustees, Exec. Dir., Development Dir., and Marketing Coord.)
9. Utilize the organization's strategic plan in crafting development strategies and priorities
10. Report on development progress to the Executive Director and Trustees on a regular basis
11. Attend quarterly Trustee meetings, 3 of which take place by videoconference during a Saturday. The fourth happens during the summer camp program over a 2-day period.
12. Generate new ideas and initiatives to increase donor loyalty and revenues

Additional Duties

1. Produce donation acknowledgment letters and send them in a timely fashion
2. Support the Trustee ad hoc Thank You Committee which sends thank-you notes for contributions
3. Support the Trustee annual calling campaign for the end of year appeal
4. Attend yearly all-employee meeting at the camp facility (usually in the spring)
5. Visit the camp two or three times yearly (at least two of which are to be during summer camp, and the third can be during any other mission-related program) to generate written and media-based content for use in appeals
6. Work with the Executive Director (and Camp Director as necessary) on one-off campaigns and marketing efforts
7. Manage database system to:
 - a. Track and cultivate donors and prospects

- b. Ensure accurate recording of contributions and constituent details in the database
8. Communicate fundraising goals and priorities to the full-time staff and equip staff to help meet those goals
9. Provide basic support to the CLC Alumni Association for their periodic events (contact lists and other basic information)

Physical Demands: This role has light physical demands, primarily consisting of desk work with writing, phone calling, and web-based internet research. Some light driving could be involved as well.

Time Demands: While this role's job is predominantly conducted during the normal work week, some occasional evening and weekend work will be needed for constituent contact, Trustee meetings, and to generate content during camp programs. Because the organization's primary office is in Pennsylvania, some time-zone adjustment for meetings may need to be accounted for if the candidate is not also in the US/Eastern time zone.

For questions, or to express your interest, please be in touch with Crystal Lake Camps' Executive Director, Nathan Bowen, by email at nathan@crystallakecamps.org or phone at (570) 584-5608 x2203.