



## *Job Description*

### **Job Title: Development Associate**

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, our summer camp programs continue to operate as our cornerstone activity, with additional adult and family experiences for Christian Scientists and their families and friends at various points throughout the year. Our beautiful wooded 960-acre property in the mountains of north central Pennsylvania is also home to the Crystal Lake Ski & Outdoor Center, which Crystal Lake Camps 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 by running our development efforts. We have a small team but aim to make a big impact. As nearly half of our summer camp participants come from outside the USA, the Development Associate should have an interest and love for the worldview promoted by Crystal Lake Camps.

The successful candidate will be an active listener who hears constituents, focuses on donor needs, and is able to identify mutual benefits. They will communicate exceptionally well and compel audiences through writing and speaking. They will also know how to make timely, effective, and ethical decisions, and have a demonstrated work history of initiating and completing projects.

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

#### Qualifications

1. Member of the First Church of Christ, Scientist, in Boston, MA
2. Sincere dedication to daily study and application of Christian Science
3. Bachelor's degree
4. Legally qualified to work in the United States (be a USA citizen or permanent resident)
5. 3+ years of applicable/translatable job skills
6. Good multi-tasking and time management skills
7. Proficient in the use of Google Workspace
8. Familiarity with web-based donor management systems (CLC uses Little Green Light)
9. Enthusiastic and persuasive writing, strong verbal communication, and the ability and interest to engage with the camp's supporters including those not already personally known
10. Consistent attention to detail, adherence to deadlines, and follow-through on tasks
11. Take initiative and work well in an independent setting

***Additional qualification:*** *Christian Science Primary Class instruction is highly desired in the successful candidate, but if this is not a step you've taken, don't let*

*that hold you back from applying. Just please share that fact in your contact with CLC, and we'll discuss our thinking with you.*

Reports to: Executive Director

Manages: no direct reports, however this role does require support & coordination with the Executive Director and Camp Director for tasks accomplished by other employees for development efforts.

Location: work from home

Travel: In addition to the necessary trips to camp, as needed and directed by the Executive Director a modest amount of travel to visit donors can be expected.

### **Primary Job Duties**

1. Strategize & execute all efforts related to meeting the annual operating budget's donation goal through:
  - a. Develop, manage and implement camp's annual Development Plan
  - b. Develop and manage production of three major fund appeals annually
  - c. Develop and manage production of Annual Report
2. Prepare annual fundraising budget to support the company's core mission activities; subsequently monitor fundraising expenses to stay within budget
3. Support the Executive Director and Trustees in connecting with key friends and constituents of the camp
4. Maintain existing and develop new donor relationships
5. Quarterly check-ins with select funders
6. Writing of grants and associated follow-up reports as required
7. Utilize the organization's strategic plan in crafting development strategies and priorities
8. Conduct and manage monthly Development Committee meetings - comprised of several Trustees, Exec. Dir., Development Associate., and others as needed
9. Report on development progress to the Executive Director and Trustees on a regular basis
10. Attend quarterly Trustee meetings, 3 of which take place by videoconference during a Saturday. The fourth meeting is held at camp over a 2-day period, currently in the spring.
11. 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 Gratitude committee which sends thank-you notes for contributions
3. Support the Board's annual gratitude calling campaign (traditionally in late winter)
4. Generate written and media-based content for use in appeals and mailings by being on-site at the camp for at least roughly 4-5 weeks of programming yearly (generally: 2-3 weeks of youth camp, one week of summer adult/family, and one other mission-related program)

5. Work with the Executive Director (and Camp Director as necessary) on one-off campaigns and marketing efforts
6. Work with the Executive Director in support of the capital campaign as needed
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 Council 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, modest amounts of evening and weekend work are necessary for constituent contact, Trustee meetings, and while at the camp during programming to generate content. 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 and to express your interest, please be in touch with Crystal Lake Camps' Executive Director, Nathan Bowen, by email at [nathan@crystallakecamps.org](mailto:nathan@crystallakecamps.org) or phone at (570) 584-5608.