

Brethren Housing Association
Director of Development
Job Description
(revised 5-20-2010)

The Director of Development position is a full-time position designed to help Brethren Housing Association fulfill its vision and mission by developing and building resource generating relationships with BHA's constituencies and supporting agencies. The Director of Development carries out details of fundraising efforts and other promotional efforts in coordination with the Executive Director and Board of Directors. Duties are as follows:

- 1. Grants**
 - a. Conduct research and develop relationships with new potential sources of grant funding.
 - b. Maintain schedule of grant deadlines, and write and submit proposals according to grant guidelines.
 - c. Send all follow-up reports as requested assuring use of funds according to grant parameters.
- 2. Donor Relations**
 - a. Acknowledge all financial donations within 48 hours of receipt.
 - b. Maintain accurate database/mailling list of supporters.
 - c. In conjunction with Executive Director, maintain and further develop meaningful relationships with existing BHA donors. Develop strategies for recruiting and cultivating new and existing major donors.
 - d. Promote planned giving options with BHA supporters.
- 3. Annual Fund/Capital/Multi-Year Campaigns**
 - a. In conjunction with, and with support as needed from, Executive Director, Board of Directors and Development Committee, plan, organize and carry out fundraising campaigns to individuals, churches and businesses.
- 4. Special Events**
 - a. Develop, plan and execute meaningful events to promote and raise funds for BHA's ministry.
- 5. Public Relations**
 - a. Assist Executive Director in developing appropriate newsletters, brochures, displays, websites and annual report materials that tell the story of BHA's ministry and report our successes and outcomes to our constituencies and supporting agencies.
 - b. In conjunction with Executive Director, strategize and manage ways to publicly promote the BHA ministry.
 - c. Respond to and coordinate requests for speaking engagements.
- 6. Development Committee**
 - a. Provide support to Board Development Committee for purpose of strategizing and carrying out all fundraising and promotional efforts.
- 7. Budget**
 - a. Manage assigned budgets.
- 8. Participate in BHA Staff Meetings.**
- 9. Participate in BHA Community Events (summer picnics, participant graduation parties, etc.).**
- 10. Other duties as assigned by the Executive Director**