



POSTING DATE: March 27, 2023

POSITION: Director of Development

REPORTS TO: Executive Director

SUPERVISEES: Annual Fund Officer, Advancement Associate, grants consultant

POSITION SUMMARY: The Director of Development (DoD) is responsible for Pendle Hill's fund development: overseeing major gifts, planned giving, foundation grants, and annual fund program. The DoD sets development strategy in consultation with the executive director in order to grow the base of support for Pendle Hill across all categories of giving.

The DoD is a member of Pendle Hill's senior Administrative Team and as such contributes to the leadership of Pendle Hill as a whole. Pendle Hill's fund development is integrally linked with its education programs and marketing efforts. The DoD works closely with the Executive Director, fellow department directors, and the Communications and Outreach Coordinator to implement effective communications and engagement with our constituents. The DoD also works closely with the Executive Director and Director of Finance to ensure clear articulation of revenue-building strategies for our 501(c)(3) organization.

KEY PRIORITIES AND RESPONSIBILITIES:

- Oversee annual contributed revenue through major donor solicitation, planned giving, foundation grants, and direct mail fundraising;
- Support and partner with the Executive Director and governing Board on fund development initiatives; design and implement long-range fund development strategies and planning; Staff liaison to Advancement Committee of the Board;
- Supervise and mentor development team members; manage consultants;
- Assume primary responsibility for all funding proposals and initiatives;
- Ensure effective cultivation and stewardship of donors;

Annual Fund

- Work with the Annual Fund Officer to set goals for the Annual Fund, which supports Pendle Hill's operating budget;
- Plan the annual solicitation calendar in consultation with the ED and Annual Fund Officer;
- With ED, review, edit and approve appeal letters and cultivation efforts;
- Oversee gift acknowledgement process.

Major Gifts

- Lead the growth of Pendle Hill's major gifts program;
- Closely monitor the major gifts prospects in portfolios of the Executive Director and Annual Fund Officer, as well as carrying a portfolio of 100+ major gift prospects at the \$1,000 - \$4,999 level, actively soliciting these donors;
- Produce metrics for evaluating effectiveness of the Major Gifts program;
- Maintain records of major donor interactions using Raiser's Edge database;
- Interpret the organization's goals and work to diverse audiences; represent Pendle Hill in various settings when these activities support cultivation of major gift prospects and donors; create cultivation opportunities for major donors, e.g., campus visits, special mailings, personalized cultivation, and outreach.

Planned Gifts

- Lead the marketing and administration of planned giving program; conduct individual solicitation visits;
- Collaborate with Executive Director and Communications and Outreach Coordinator to ensure that Pendle Hill's planned giving presence on the website is current and that print materials are developed;
- Meet with Executive Director regularly to review planned giving progress; produce an annual status report of Pendle Hill's "planned giving pipeline" regarding future expectancies for presentation to the Board;

Foundation Grants

- Supervise foundation grant writer to lead foundation solicitation efforts; develop revenue goals for the grants program in consultation with ED;
- Oversee coordination of all grant reporting and creation of a calendar for the year; collaborate with the department directors involved in the solicitation of grants;
- Establish prospect list with Executive Director, grant writer, and program directors of foundation renewals and new foundation sources;

Governance

- Write development section of tri-annual Staff Report to the Board, analyzing results, variances, trends, etc. across all areas of the fundraising program;
- Work with Advancement clerk to create agenda for monthly Advancement Committee meetings; attends board meetings and presents as requested.
- Advise executive director on the administration of outright and planned gifts to follow legal and ethical standards for non-profits and ensure that the Board is meeting its fiduciary responsibilities with respect to donor-restricted gifts, including endowments.

Administration

- Works with Executive Director to fill vacancies and onboard new staff in Development;
- Work with senior administrative team to formulate revenue and expense budgets for Pendle Hill, including development department budget; codes and approves bills and

expenses for Development; tracks expense spending based on monthly reports from Finance office;

- Oversee administration of the Raiser's Edge database, working with the Advancement Associate to ensure its proper operation following "best practices," including conducting regular data hygiene;
- Lead planning for and implementation of capital campaigns and other special fundraising efforts.

REQUIRED QUALIFICATIONS

- Excellent communication skills, including writing, speaking, and listening;
- A minimum of five years' experience in fundraising in a 501(c)(3) or other non-profit organization;
- Demonstrated success in all stages of the fundraising process including personal face-to-face solicitation with major gift prospects (from the scheduling of a first meeting to the cultivation and solicitation of five and six-figure commitments);
- Experience in securing planned gifts and a good working knowledge of planned gift vehicles;
- Understanding of basic accounting and the legal requirements of gift accounting and administration;
- Track record of setting and achieving ambitious goals with strong ability to break down goals into component objectives and plan thoroughly for their success;
- A disposition for accuracy and detail, including the ability to design data metrics and analyze results that will inform fundraising strategy;
- Demonstrated good judgement, professionalism, and the highest standards of ethical conduct. Ability to maintain confidentiality;
- Excellent time-management and organizational skills, including the ability to coordinate a number of projects simultaneously;
- Current driver's license and willingness to drive to visit constituents;
- College degree.

DESIRED QUALIFICATIONS

- Competence in using Blackbaud Raiser's Edge or similar database;
- Strong team management skills: Demonstrated effective supervision with an understanding of and appreciation for consultative decision making;
- Experience with setting revenue budgets of at least \$500,000;
- Experience with the Religious Society of Friends or Pendle Hill, and the ability to engage in conversations that reflect a personal appreciation for the traditions and offerings of both.

EXPECTATIONS OF ALL PENDLE HILL EMPLOYEES:

- A highly welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds and practices, and differences (of all kinds).

- A commitment to abiding by all Pendle Hill policies, including maintaining a fragrance-free campus.

TIME & LOCATION EXPECTATIONS: This is a full-time, exempt position, which is eligible for a partial remote-work schedule of up to two days per week. Out of respect for work-life balance, “full-time” at Pendle Hill is 37.5 hours per week, with 7.5-hour typical workdays. Work will include occasional evenings and weekends as well as time spent in travel. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through mealtime, housekeeping, or maintenance work.

COMPENSATION AND BENEFITS: \$79,000-90,000 yearly salary, depending on experience plus benefits including: medical, dental and life insurance, a retirement plan with 2% employer match, generous paid vacation days (20), sick days (15), and holidays (11), and the opportunity to take Pendle Hill courses for free. Additional benefits include one meal a day from the Pendle Hill Kitchen (free to staff except for the tax), a 20% employee discount at the Pendle Hill Bookstore, free copies of all Pendle Hill pamphlets upon publication, a beautiful campus with walking trails and fellowship with people from around the world. Full-time staff are eligible for competitively priced on-campus housing (depending on availability, and at Pendle Hill’s discretion. Pendle Hill housing is pet-free).