



# Philadelphia Yearly Meeting *of the Religious Society of Friends*

## **Position Description**

### **Director of Development**

Philadelphia Yearly Meeting of the Religious Society of Friends

#### **Position Summary:**

The Director of Development plans, organizes, and implements fund raising and development programs under the direction of the Associate Secretary for Advancement and Communication (ASAC). An aspect of this position is to be mindful of the spiritual dimension of this work. This person works in close collaboration with the General Secretary, the Development Services Working Group, and the Deferred Giving Governance Group.

#### **Key Responsibilities:**

1. Has responsibility for planning and carrying out the Annual Fund including a direct mail campaign, personal solicitations, and running a sufficient number of phonothons to insure reaching the Annual Fund goal. In the past several years there have been up to ten phonothons targeting non-donors as well as prior donors. Also responsible for overseeing the recruiting, training, and support of volunteer solicitors (93 Annual Fund Representatives) and phonothon volunteers.
2. Under the direction of the ASAC, plans and markets a major donor program, cultivating major donors and potential major donors
3. Under the direction of the ASAC, plans and markets a deferred giving program, cultivating potential deferred giving candidates.
4. Oversees the creation, preparation, and dissemination of development materials
5. Maintains donor records, tracks bequests, annuities, and all charitable gifts, and prepares statistical analyses as needed.
6. Serves as a resource to Monthly and Quarterly Meetings to help them to enhance their stewardship and fundraising efforts.
7. Works to improve involvement and participation of Friends in PYM activities (in-reach).
8. Arranges special events: Friends in Business, Friends in Law, Quaker retirement community teas, and supports the efforts of the Advancement and Communication Office to improve the public's impression of Quakerism, (outreach) through PR.
9. Supervises the work of the Development Office Administrative Assistant
10. Attends Annual Sessions.
11. Other duties as assigned.

## **Qualifications:**

- ◆ Active member or attender of the Religious Society of Friends
- ◆ Bachelor's degree or equivalent
- ◆ Experience in all facets of development especially desirable
- ◆ Very strong oral and written communications skills
- ◆ Personal commitment to a spiritually centered philosophy of stewardship
- ◆ Computer literate
- ◆ Excellent organizational skills
- ◆ High level of self-motivation
- ◆ Exceptional capacity to focus and follow through

## **Accountability and Salary Range:**

This is a Band 2 position, requiring a high level of expertise. It is expected that a successful candidate for this position would be paid depending upon his/her experience and skills. A starting salary for a candidate with modest development experience would likely be in the range of \$50,000 to \$55,000. A candidate with extensive development experience would be eligible for a starting salary in the range of \$60,000 to \$65,000. This position reports directly to the Associate Secretary for Advancement and Communications; and provides staff support for the Development Services Working Group and the Deferred Giving Governance Group. Works closely with other key staff.

## **Annual Review:**

Will be conducted by the Associate Secretary for Advancement and Communications with input from the Development Services Working Group and the Deferred Giving Governance Group.

Note: All Philadelphia Yearly Meeting staff members work in a collaborative manner to support the concrete and spiritual goals of the Yearly Meeting as a whole. In that context all are expected to be flexible, collegial, and willing to accept a variety of assignments.

## **Application Process:**

- A search committee is in the process of being formed.
- In the meantime, please provide a letter of interest (include salary history and salary expectation), resume and three references to the attention of:  
Ginny Connolly, Human Resources ([humanresources@pym.org](mailto:humanresources@pym.org))  
Philadelphia Yearly Meeting  
1515 Cherry Street, Philadelphia, PA 19102  
RE: "Director of Development."
- Applications will be accepted until the position is filled

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