

Call for Applications – Development/Communications Specialist

Camp Alexander Mack is seeking an enthusiastic individual who wants advancement in a dynamic team environment to serve as a Development/Communications Specialist. This position reports directly to the Executive Director. The D/C specialist will be a temporary, full-time, salaried position with benefits with the potential to become a permanent position depending on results.

QUALIFICATIONS:

- Be a Christian with a growing faith and a clear understanding of the Church of the Brethren. Feel a calling towards this level and style of ministry. His/her lifestyle needs to be an expression of Christian ethics and principles.
- Eager to learn the skills of fundraising and development.
- Enjoy making certain the donor has a great giving experience.
- Energized by working with detail and follow-through.
- Desire to take print and social media to the next level.
- Be at least 25 years of age and have a bachelor degree in communications, marketing, business, or related degree.
- Have supervisory experience and be able to train, work with, and supervise volunteers.
- Have good verbal and writing skills

EXPERIENCE DESIRED:

- Developing, and managing a donor database.
- Sharing giving opportunities with donors
- Coordinating terminal and ongoing giving programs
- Event planning
- Managing print and social media communications.

GENERAL PURPOSE OF THE JOB: Manage and coordinate the giving and communication plans for the camp. With the Executive Director, plan and lead regular donor events and opportunities, the capital campaign, and long-term giving programs. Work with management staff to communicate to all constituents in support of the mission of Camp Mack.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Regular duties include the following. Other duties may be assigned.

1. **Fund Raising** – Work with the Executive Director to establish short- and long-range goals for funding sources and enlist support from members of the staff. Strategize and orchestrate methods of approach to donors. Research public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Work with staff and volunteers to develop funding related projects including CMF and the Annual Golf Outing. Organize individual donor campaigns (e.g., major donors, direct mail and board of directors).
2. **Major Gift/Donor Support** – Produce major donor, board, and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivate donors by producing specialized correspondences, and preparing letters of acknowledgment. Facilitate and schedule donor visits with the Executive Director, volunteers, and board members.
3. **Planned Giving Program** – Develop Planned Giving promotional materials. Track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.

4. **Database and Records Management** –Maintaining the donor data base and paper records of contributors and grants. Maintain communication and giving records for congregations. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed.
5. **Development & Public Relations** – Supervise most development and publicity, particularly the creation of various communications including social media, Camp Mack Corners, Mackabilia, and executive correspondences.
6. **Gift Income Financial Reporting** – Record and maintain accurate accounting of all gift income and its sources. Interface with Finance to fulfill information requests and maintain reporting accuracy. Provide detailed information to the Indiana Camp Board treasurer for year-end reporting.
7. **Support** – Recruit and schedule volunteers to assist with fundraising and capital campaign efforts.
8. **Professional Growth** - Dedicate on-going attention to personal professional development through industry and trade organization networks.

CAMP ALEXANDER MACK is a Christian camp, conference, and retreat center located in north central Indiana. The property is wooded and located on a pristine lake near Milford, Indiana. The year-round staff work as a team to meet the mission of being *a sanctuary where people connect with God through faith formation, experiencing creation, and building Christian community.*

Send letter of intent, resumé, and completed application (<http://campmack.org/>) to:

Executive Director
Camp Alexander Mack
PO Box 158
Milford, IN 46542

or email to:

gene@campmack.org