



## **POSITION DESCRIPTION**

### **Director of Development**

**Reports to:** General Secretary  
**Supervises:** Development Staff  
**Location:** King of Prussia, PA  
**Status:** Full-time, Exempt

#### **Position Summary**

The Director of Development is a key member of the senior leadership team, responsible for planning, implementing, and evaluating a comprehensive and strategic fundraising program to support the mission and ministry of American Baptist Churches USA. This includes oversight of the annual fund, major gifts, foundation and corporate grants, and planned giving. The Director of Development leads a committed development team and works closely with the General Secretary and internal and external stakeholders to build enduring relationships that result in philanthropic support.

This is an opportunity to serve in a leadership capacity within a dynamic and mission-driven faith-based organization, helping to ensure financial sustainability while advancing core values rooted in Christian faith and service.

#### **Duties and Primary Responsibilities**

##### **Strategic Leadership and Management**

- Develop and execute a multi-year development strategy that aligns with the organization's mission, vision, and goals.
- Serve as a key advisor to the General Secretary on all matters related to philanthropy.
- Supervise, engage and mentor a development team and support staff, including gift officers, grant writers, event coordinators, and support staff.
- Build a culture of philanthropy throughout the organization.

## **Annual Fund Development**

- Oversee annual fundraising campaign including direct mail, digital fundraising, and special appeals.
- Analyze and report data and trends to maximize donor acquisition, retention, and upgrades.

## **Major and Leadership Gifts**

- Identify, cultivate, solicit, and steward a portfolio of major donors and prospects.
- Develop personalized strategies for high-capacity donors and work in partnership with senior leaders and board members on strategic solicitations.

## **Grant and Foundation Relations**

- Research and identify new grant opportunities that align with program and mission goals.
- Oversee grant proposal development, submission, and reporting processes.
- Maintain relationships with foundation representatives and ensure grant compliance.

## **Planned Giving**

- Promote legacy giving opportunities and provide guidance to donors regarding bequests, charitable trusts, and other estate planning vehicles.
- Develop marketing and donor education materials to support planned giving initiatives.

## **Donor Stewardship and Communications**

- Ensure timely and meaningful stewardship of all gifts and grants.
- Collaborate with marketing and communications to produce compelling donor communications, newsletters, and impact reports.

## **Database and Reporting**

- Maintain the integrity of donor data through a comprehensive CRM system.
- Track progress against fundraising goals and provide regular reports to General Secretary and leadership team.

## **Education and Experience**

- Commitment to and understanding of the mission and values of a Christian, faith-based organization.

- Bachelor's degree required; Master's degree or CFRE certification preferred.
- Minimum of 7 years of progressively responsible experience in fundraising, including managing teams and working with major donors.
- Proven success in annual fund management, major gift cultivation and solicitation, grant writing, and planned giving.
- Strong interpersonal and communication skills with the ability to inspire and motivate staff, volunteers, and donors.
- Experience or familiarity with American Baptists Churches USA, Baptist Polity and/or religious organizations preferred.
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Proficiency in fundraising software/CRM systems (e.g., Raiser's Edge, Salesforce, or equivalent).
- Willingness to travel and work flexible hours, including some evenings and weekends.

### **Compensation and Benefits**

**American Baptist Churches USA (ABCUSA)** offers an excellent compensation package: competitive salary and benefits (health insurance, paid time off and paid sick time, participation in a fully-vested 403(b)). ABCUSA provides the support needed to continue to develop our staff's knowledge, skills and abilities along their chosen career path consistent with ABCUSA's mission and values. We offer a safe, professional work environment located at 1015 W. 9th Avenue in King of Prussia, PA.

American Baptist Churches USA is one of the most diverse Christian denominations today, with approximately 5,000 local congregations comprised of 1.3 million members across the United States and Puerto Rico. Join a vibrant ministry that is helping people serve as the Hands and Feet of Christ.

### **To Apply**

If you are interested in applying, kindly submit Cover Letter and Resume to [Jobs@abc-usa.org](mailto:Jobs@abc-usa.org) as soon as possible. The position will remain open until a qualified candidate is selected.