**Title:** Director of Development and Partner Engagement

**Reports to:** Executive Director

**Location:** Flexible

**FTE:** 1 FTE, salaried

**MennoMedia Priorities**

At MennoMedia we publish highly readable, thoughtful curricula and books that call readers to follow Jesus in word and deed. We publish resources about Christian discipleship, spirituality, reconciliation, justice, and theology from an Anabaptist perspective, and our products reach a broad spectrum of evangelical, mainline, and Anabaptist readers. Our MennoMedia curricula, period­icals, and hymnals reach congregations that share these same affinities, cultivating passion for faith formation and an active life of discipleship rooted in trusting God and following Jesus. Our Herald Press books support the spiritual life of Christians and inform thoughtful faith and action.

**Position Summary**

The Director of Development and Partner Engagement connects the story and mission of MennoMedia with people who want to make a difference. This individual is responsible for driving the organization’s overall fundraising strategy as part of the leadership team, achieving short- and long-term fundraising objectives, and engaging with donors, pastors, and partner organizations.

**Primary Responsibilities**

* Develops and carries out the overall strategy for the organization’s development department, with a clear understanding of the various levels of MennoMedia’s giving constituency, and updates the strategy as needed to achieve fund-raising goals.
* Serves as part of MennoMedia’s leadership team to collaboratively set direction for the organization.
* Oversees donor and stakeholder communication and collateral with an eye toward cultivating relationships with individual donors and congregations. Works to keep collateral fresh and engaging to donors.
* Researches prospective donors and leads the discovery process, as well as cultivates relationships with individual donors, congregations, and Mennonite-owned businesses.
* Oversees a donor program that cultivates and facilitates ongoing relationships and promptly acknowledges gifts.
* Oversees an annual giving society, encouraging and cultivating existing as well as prospective members.
* Identifies and assesses how to grow current revenue via foundations, planned giving, and business partnerships. Determines how to strengthen relationships within these channels.
* Tracks and assesses fundraising metrics.
* Calls and emails donors on a regular basis, with at least 15-18 documented meetings per month with donors.
* Drafts major gift proposals and grant documents and works collaboratively with the executive director in editing.
* Works collaboratively in encouraging board members and staff on fundraising.
* Manages Raisers Edge database and ensures that accurate records of donations, visits and contacts are kept and updated as needed.
* Brainstorms and implements programs and initiatives to engage pastors and congregations in MennoMedia’s work in relation to its strategic planning and priorities.
* Facilitates collaborative relationships within Mennonite Church USA and Mennonite Church Canada agencies, groups, and congregations.
* Represents MennoMedia in congregations and other constituent groups as requested.

**Qualifications Required**

* Undergraduate degree with five years development (or equivalent) experience.
* Good understanding of communication and development strategies.
* Background in fundraising best practices and donor databases.
* Able to work independently, relate to people well, listen, take initiative.
* Able to lead effectively, manage resources, implement projects.
* Familiar with congregational dynamics.
* Ability and willingness to travel (donor visits, staff and board meetings, conventions, continuing education, congregational requests).

**Organizational Fit**

* Passion for sharing Anabaptist Christian values with the church and the world.
* Knowledge of or willingness to work within Mennonite and related Anabaptist business and church culture.
* Committed to Jesus Christ and, when possible, a member in good standing of a church affiliated with Mennonite Church USA or Mennonite Church Canada.
* Committed to Mennonite Church emphases in such areas as Christian formation, witness, service, peace, stewardship, anti-racism and church planting in many cultures.