

Development Manager (Part-Time) **American Baptist Women's Ministries**

ABOUT US/OUR MISSION:

American Baptist Women's Ministries has a long heritage of being on the forefront of mission and ministry with women and girls throughout the United States, including Puerto Rico. From our very roots to today, American Baptist Women's Ministries has addresses critical issues such as spiritual wellness and growth, leadership development, beloved community, sex trafficking and domestic violence education and prevention, poverty, equal voice, safety and security, and, of course, spreading the good news of Jesus Christ.

POSITION SUMMARY:

Development Manager is responsible for planning, organizing, and directing fundraising projects for American Baptist Women's Ministries which include the major gifts program, the annual fund, planned giving, special events and capital campaigns. The Development Manager works closely with The Executive Director and the Board of Directors to oversee development and fund-raising endeavors as part of a strategic plan.

QUALIFICATIONS:

- Must embrace the mission of American Baptist Women's Ministries.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly capital campaign and major gift fundraising.
- Possess the skills to work with and motivate staff, board members, and other volunteers.
- Have the desire to build external relationships.
- Proven ability to develop an effective capital campaign.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- A bachelor's degree.
- 5 years minimum experience in professional fundraising.

JOB RESPONSIBILITIES:

1. Develop and execute a fundraising calendar.
2. Grow a major gifts program including identification, cultivation, and solicitation of major donors.
3. Direct and develop a capital campaigns and other major fundraising drives.
4. Coordinate fundraising special events.

5. Oversee fundraising database and tracking systems.
6. Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
7. Demonstrate professional conduct at all times.
8. Perform other related duties as requested.

SALARY/HOURS: Salary is competitive for 20 hours per week.

APPLICATION: E-mail resume to: info@abwomensministries.org

LOCATION: Hybrid with the availability for certain onsite meetings and events.

EEO STATEMENT: ABWM is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. ABWM is an equal opportunity employer and as such, openly support and fully commit to recruitment, selection, placement, promotion and compensation of individuals without regard to race, color, religion, age, sex (including pregnancy, gender identity, and sexual orientation), genetic information, national origin, disability status, protected veteran status or any other characteristic protected by federal, state or local laws. The Board and Staff of ABWM believes diversity and inclusion among our teammates is critical to our success



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