



Job Description

Position Title: Director of Development Operations

Effective: 5/15/2018

Reports to: VP for Development

Supervises: N/A

Status: Exempt, Salaried; Full time

Essential Functions: This position works largely with internal constituencies to further Montreat Conference Center development activities, create written appeals, and support the day-to-day functions of the development office.

Essential Duties:

- Manage grant life cycle, from identification to writing to reporting.
- Support migration, implementation, training and maintenance efforts for Raiser's Edge NXT.
- Liaise with marketing department for creation of all mass appeal solicitations, from conception to data analysis.
- Guide production of all development publications, including web, print, email and social media.
- Build and maintain the development calendar and manual of policies and procedures.
- Produce communication, organize meetings, and take and distribute minutes for development councils and committees.
- Maintain office supplies, leave-behinds, and mailer inventories.
- Support coordination and preparation of VP for Dev.'s personal meeting, event, and travel schedule.
- Generate reports and structure ongoing data needs in partnership with donor records coordinator.
- Assist vice president for development with budget creation and maintenance.
- Assist with human resources and departmental communications.
- Assist VP for Development with coordination of weekly staff meetings and retreats.

Requirements:

- Strong knowledge of Microsoft Office Suite, especially Excel, and an ability to learn use of new software.

- At least three years of experience in development, customer service, or hospitality service.
- Experience with project management.
- Experience with Raiser's Edge or other fundraising database software.
- Some experience with fundraising preferred.
- Some experience with marketing and publication development preferred.
- College Degree required.
- Has a valid driver's license and acceptable driving record.

Competencies:

1. Ability to work well independently and cooperatively with others. Teamwork is essential.
2. Ability to set, meet and uphold deadlines.
3. Ability to communicate effectively.
4. Ability to plan and prepare for assigned tasks.
5. Ability to follow directions.
6. Ability to identify fine detail within larger initiatives.
7. Ability to use critical thinking and resources to solve problems.