



## **Position: Director of Development and Administration Cooperative Metropolitan Ministries (CMM)**

*CMM seeks a dynamic individual to fill the position of **Director of Development and Administration**. Founded in 1966, CMM's Mission is to mobilize congregations and communities across economic, religious, racial and ethnic boundaries so that, in partnership, we can work more effectively for a just and peaceful society and for spiritual growth and interfaith understanding.*

*CMM consists of widely diverse congregations, community organizations, campuses, and committed individuals. CMM's current programs are in the areas of education, dialogue, advocacy, spirituality, service, and civic engagement.*

**10 hours per week**

**Supervisor: The Executive Director**

**The Director of Development and Administration will be responsible for A) creating and overseeing the implementation of a strategic approach to fundraising which includes major gifts, corporate donations, grant solicitation, and in-kind resources and B) managing the office of CMM to provide support for CMM's programs and activities, maintaining the CMM data base and assisting with communications and events. Primary responsibilities include the following:**

### **A. Development Duties and Responsibilities**

#### *Plan development activities*

- Collaborate with the fundraising consultant to create a development plan which increases revenues to support the strategic direction of the organization
- Implement development plans in accordance with ethical fundraising principles
- Monitor and evaluate fundraising activities to ensure that the fundraising goals are being achieved

#### *Organize development activities*

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
- Work with the Development Committee to prepare and submit grant applications to generate funds for the organization

- Work with Executive Director on writing fund-raising appeals and grant applications;
- Work with CMM's Fall Fundraising Committee and Annual Dinner Committee to plan and execute fundraising events to generate funds for the organization
- Work with CMM's fundraising consultant to identify and develop corporate, community and individual prospects for the CMM's 50<sup>th</sup> Anniversary Fundraising Drive
- Maintain CMM database ("Little Green Light") which respects the privacy and confidentiality of donor information and insure that CMM has accurate and reliable information on member congregations, partner organizations and individual supporters; print labels and reports from database as needed
- Track and acknowledge charitable donations; provide reports as needed to funders;
- Assist with administration of foundation grants
- Work with the Membership Committee to obtain donations from congregations, houses of worship, and organizations
- Coordinate in-kind donations and make decisions regarding the issuing of receipts

#### *Volunteer development activities*

- In consultation with the Executive Director, recruit, interview, and select well-qualified development volunteers
- Engage volunteers for special fund development projects such as the fall fundraising event and spring Annual Dinner

#### *Manage fund development budget*

- Work with Executive Director and the Administration and Finance Committee to develop an annual income and expenditure budget for the development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the development activities, e.g., reports on donations received from congregations/houses of worship and individuals
- Monitor expenses and analyze budget reports on fund development and recommend changes as necessary

#### *Promote the organization*

- Foster an understanding of philanthropy within the organization
- With the fundraising consultant, develop a comprehensive communication plan to promote CMM to its donors and maximize public awareness of the fundraising activities of the organization
- With the fundraising consultant, coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

## **B. Administration Duties and Responsibilities**

#### *Provide administrative support for the Executive Director and Board*

- Greet visitors, answer phones, and sort mail; keep office tidy and welcoming
- Review, distribute and file (as appropriate) information relevant to programs and membership of CMM, both electronically and on paper

- Assist with meeting planning and preparation, including Board meeting
- Purchase supplies/equipment as needed and oversee office budget; keep equipment in good working condition, and repair as needed
- Prepare materials and coordinate volunteers to assist with mailings; oversee preparation of bulk mailings as needed;
- Coordinate with Executive Director to manage work flow for multiple areas of activities and to identify projects for student interns; supervise office volunteers;
- Provide additional administrative support as needed.

#### *Coordinate Communication*

- Work with the Executive Director and Director of Communications to promote CMM events in a timely manner, to insure membership attendance and participation;
- Assist in writing and circulating bi-weekly e-newsletter and semi-annual newsletter (with the Director of Communications and interns); update enews mailing list bi-weekly;
- Respond to requests for information and send materials to interested parties; assist in preparation of materials for distribution at events;
- Coordinate with Executive Director and Director of Communications in updating the CMM web site regularly; and managing CMM's social media presence (posting about CMM events, updating pictures and information, finding and posting relevant articles and/or resources)
- Work with consultants to design new public relations materials;
- Represent CMM at selected events and meetings with community partners
- Communicate with member congregations and partner organizations
- Complete administrative tasks, such as mail merges and Eventbrite listings
- Assist with other tasks as needed.

#### *Event Management*

- Coordinate tasks and “to do” lists; track progress regularly and give reports.
- Serve as contact person for public, and handle calls or requests for information;
- Prepare materials for CMM tables at events and staff table when possible;
- Track attendance and ticket sales; work with Financial Administrator to manage money and deposit income; record income and attendance information in CMM database;
- Prepare sign-in sheets and gather contact info from participants; enter data in database, and send follow up mailing;
- Coordinate with organizational partners and co-sponsors on co-sponsored events and provide assistance as needed;
- Work with volunteers to send acknowledgements to volunteers, hosts and partners after events;
- Attend community events and visit member congregations (in keeping with staff time, availability and interest.)

#### *Qualifications Sought:*

- (1) Vision, energy, and commitment to interfaith/cross-cultural learning and social action;
- (2) Spiritual grounding, and a consensus-building leadership style;

- (3) Ability to accept direction from a supervisor and to work independently to complete tasks
- (4) Ability to work with committees and to train volunteers;
- (5) Comfort and ability to organize effectively across lines of religion, race, class, and culture;
- (6) Ability to maintain website and send out enews using Constant Contact;
- (7) Skill in maintaining data base, mailing lists, and donor records;
- (8) Ability to enter data accurately and to proof-read documents;
- (9) Ability to manage donor records, appeal letters, and thank you acknowledgments
- (10) University degree; a certificate in Fundraising Management is an asset
- (11) Certified Fund Raising Executive (CFRE) designation is an asset

*Knowledge, skills and abilities*

- Knowledge of fundraising management
- Knowledge of federal and state legislation affecting charities
- Knowledge of special events planning and management
- Knowledge of the management of volunteer resources

*Proficiency in the use of computer for:*

- Fund raising software
- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

Position is part time: 10 hours per week. Hours will increase as fund raising activities succeed in bringing funds to CMM.

Suggested Salary and benefits to be negotiated

**To apply, email a Cover Letter and Resume or CV with a List of 3 References** and their phone and email contact information to [Search@coopmet.org](mailto:Search@coopmet.org) and include the words: DIRECTOR OF DEVELOPMENT AND ADMINISTRATION APPLICATION FROM [YOUR NAME] in capital letters in the email subject line. Include specific details about all required competencies.

**CMM is committed to attracting a diverse pool of applicants and does not discriminate on the basis of race, religion, ethnicity, class, gender, sexual orientation, disability, or veteran status.**

**Applications due** by July 6, 2016

**Starting Date:** negotiable, but preferably August 1, 2016

June 22, 2016