



## **Position Description**

**Title:** Director of Development

**Location:** Annapolis & Remote

**Reports To:** Executive Director

**Supervises:** Communications Assistant

**Status:** Employee, Full-time, Exempt

**Organizational Background:** Interfaith Partners for the Chesapeake (IPC) inspires the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2013, IPC has engaged over 400 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, as well as south-central Pennsylvania. Visit [www.InterfaithChesapeake.org](http://www.InterfaithChesapeake.org) to learn more.

**Location:** This position is structured as a hybrid of remote and in-person work. IPC has office space in Annapolis (7 Willow Street, Annapolis, MD 21401; currently this office space is not ADA-accessible), and travel to IPC's Annapolis office will be required. The Director of Development will report to the Annapolis office at least once per week, on Tuesdays. A computer and peripherals will be provided and can be transferred to the employee's home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

**Roles and Responsibilities:** The Director of Development will play an integral role to help IPC achieve its fundraising and unrestricted funding goals. Development and Communications are closely intertwined and together bring visibility to IPC's work, sharpen our brand, and inspire donors to support our mission. The Director of Development will lead fundraising campaigns, guide donor cultivation and stewardship, and tell IPC's story of impact to supporters, donors, and the general public. The position works collaboratively with the staff who are running programs, outreach, and advocacy, and serves as the staff liaison to the board's Development & Communications committee.

1. Manage IPC's annual fundraising plan in collaboration with the Executive Director and board committee, strategizing to increase annual, monthly, and major donors.
2. Oversee the production of an annual report each year detailing IPC's impact, and ways our audience can support these efforts.
3. Cultivate relationships with major donors, organizing enriching opportunities for them to be involved in or grow their understanding of IPC's impact.
4. Spearhead a membership program, providing a path for continued support and engagement for IPC's most dedicated supporters.
5. Research unrestricted funding opportunities, write and submit proposals, and collaborate with staff on budgeting and reporting.
6. Organize a year end appeal each year to meet fundraising budget goals.
7. Collaborate with staff and Communications Assistant to summarize organizational impact and magnify IPC's success stories. Provide direction for communications in support of fundraising.



8. Plan fundraising events in collaboration with other staff, and secure sponsors for events and other IPC programs.

**Position Requirements:**

- Bachelor's degree required, Master's degree preferred in relevant area of study.
- More than 2 years of development work experience, or combination of advanced degree with relevant experience.
- Experience with funding procurement, fundraising, & cultivating major donors.
- Excellent communication skills, ability to interact with staff and board using tact, diplomacy, and proper judgment.
- Comfortable and effective when working with people of all backgrounds and faith traditions.
- Highly organized and efficient with attention to detail.
- Positive "can-do" attitude, willing to learn new skills, and troubleshoot problems.
- Ability to work independently/remotely, as well as part of a team.
- Tech savvy with an aptitude for learning new technology or platforms.
- Experience with CRMs, donor databases, and comfortable learning new software platforms and databases as needed.
- Reliable transportation to travel to/from the Annapolis office weekly on Tuesdays, as well as throughout Maryland, DC, and Lancaster County PA as needed for events.
- Ability to work evenings or weekends at times, as fundraising activities or events may occur during evening or weekend hours.

**Compensation:** \$70,000-\$75,000 starting annual salary. Includes paid vacation and holidays, medical and dental benefits (employer and employee cost-share), and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

**How to Apply:** IPC is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented races, religions, and cultures to apply.

Please upload ALL of the following to our online portal at [interfaith.chesapeake.org/jobs](http://interfaith.chesapeake.org/jobs):

1. Cover letter, summarizing your career progression and why you are interested in this position at IPC
2. Resume
3. Three (3) references

This can also be accessed by visiting us online at [www.InterfaithChesapeake.org/jobs](http://www.InterfaithChesapeake.org/jobs). Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications. We plan for the new hire to begin working in the fall of 2025.