

Title: Development Officer

Reports to: Executive Director

Location: Harrisonburg, Virginia, preferred but open to other locations

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 Development Officer connects the story and mission of MennoMedia with people who want to make a difference. This individual is responsible for establishing a fundraising strategy and achieving fundraising objectives.

Primary Responsibilities

- Leads and executes the development of all fundraising strategies and tactics.
- Researches prospective donors and leads the discovery process.
- Cultivates relationships with individual donors, congregations, and Mennonite-owned businesses.
- Develops a donor solicitation strategy.
- Designs and operates a donor stewardship program that acknowledges gifts and facilitates ongoing relationships.
- Tracks and assesses fundraising metrics.
- Understands the various levels of the MennoMedia giving constituency.
- Calls and emails donors on a regular basis, with at least 15-18 documented meetings per month with donors.
- Develops collateral to tell the MennoMedia story.
- Drafts major gift proposals and grant documents.
- Works collaboratively with board members and staff on fundraising.
- Manages the policies, procedures, finances, and staffing of the development department (including database policies).
- Manages Raisers Edge database and ensures that accurate records of donations, visits and contacts are kept and updated as needed.

- 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 30-45 days every six months (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.