

Baltimore Yearly Meeting

of the Religious Society of Friends
17100 Quaker Lane
Sandy Spring, Maryland 20860-1296

301/774-7663
800/962-4766
Fax: 301/774-7087
bym@bym-rsf.org
<http://www.bym-rsf.org>

May 1, 2008

Dear applicant,

We are glad to hear of your interest in Baltimore Yearly Meeting's new Development Director position. Enclosed is the job description, but we would also like to describe the Yearly Meeting to you in this letter.

The Yearly Meeting consists of more than 4600 Friends organized into 40 Monthly Meetings and 12 Preparative Meetings, Indulged Meetings, or worship groups in Maryland, Virginia, Pennsylvania, West Virginia, and the District of Columbia. The Yearly Meeting office exists to serve the needs of members and local Meetings while also supporting Yearly Meeting programs agreed upon by the Yearly Meeting or Interim Meeting in session. The Yearly Meeting has an annual budget of approximately \$1.6 million.

Baltimore Yearly Meeting places a high priority on youth activities, including summer religious education in an outdoor setting (i.e. camping programs). Members of the Yearly Meeting believe that youth activities both contribute to the growth and prepare for the future of the Yearly Meeting. Three employees in the Yearly Meeting office -- a Youth Secretary, a Camp Administrator, and a Camp Property Manager -- devote their energy to youth activities or to camp properties.

Baltimore Yearly Meeting also offers adults opportunities to deepen their religious experiences and understanding through retreats, workshops, and other events. In 2008, these programs include: two spiritual formation program retreats, a women's retreat, two silent retreats, and a retreat and orientation session for adults working with Young Friends or Junior Young Friends.

The business of the Yearly Meeting is conducted at three Interim Meeting sessions and the Annual Session. Nineteen standing committees and several ad hoc committees and working groups carry out the programs and activities of the Yearly Meeting. Friends work together for public witness in such areas as peace and conflict resolution, criminal and restorative justice, care for the earth, education, gender and sexual diversity, Indian affairs, eradicating racism, and other areas of peace and social concerns.

Committees meet in Worship with Concern for Business, carrying out the governance responsibilities over their specific areas of concern for the Yearly Meeting. They also may carry out work that is not delegated to staff. Staff and committees work in a confessional manner, sharing and respecting the skills and experience of all present.

The Yearly Meeting's immediate goal is to raise at least two hundred thousand dollars above current revenue over the next eighteen months. The Yearly Meeting has always depended upon a system of apportionments paid by member Monthly Meetings to support its activities, and will

continue to do so. Through the recent span of years, however, its 85 year-old camping program has grown both in terms of property and scale, requiring another look at how these life-changing activities are supported. Concurrently, the overall Yearly Meeting administrative operations have grown in scope and sophistication, as have some non-camp programs. We are called to look anew at how the Yearly Meeting communicates and relates with its various constituencies.

Deadline for Application

The Ad Hoc Search Committee will begin reviewing applications on May 16, 2008 and will continue until the position is filled.

To Apply

The Yearly Meeting offers a competitive salary that will be commensurate with experience as well as employee benefits. For more information or to apply, visit our web page. Please submit your Resume/CV, a cover letter with salary requirements, permission to do a background check, and contact information for three references, to gensec@bym-rsf.org. Qualified candidates will be contacted by phone or e-mail.

In Friendship,

Riley Robinson
General Secretary

JOB TITLE: DEVELOPMENT DIRECTOR
REPORTS TO: General Secretary
FLSA STATUS: Exempt
APPROVED BY: [Approved by Development Subctte 04/15/08]
APPROVED DATE: [Supervisory Ctte approved 04/14/08]

Vision

The partnership of the General Secretary, the Development Director and members of Baltimore Yearly Meeting creates a greater awareness and appreciation of the broad array of programs Baltimore Yearly Meeting offers that enhance the spiritual development of all participating members of Baltimore Yearly Meeting.

Summary

The Development Director is directly responsible to the General Secretary and works with committees and staff to carry out a comprehensive development plan that communicates the financial needs of Baltimore Yearly Meeting to Monthly Meetings, organizations, and individuals within and beyond the Yearly Meeting. This work is carried out by nurturing an understanding of the services, spiritual growth, and leadership the Yearly Meeting offers. By fostering deeper communication the Development Director is responsible for helping to build stronger relationships and to engender support from all who may appreciate or belong to the Yearly Meeting. This is a full-time position.

The Development Director adheres to professionally accepted standards of ethics and confidentiality. The Director is not to participate in any development activities except those for Baltimore Yearly Meeting without prior approval of the Development Subcommittee and General Secretary. Additionally, the Development Director is not expected to participate in any development activities at the Monthly Meeting level beyond providing information about best practices.

Duties and Responsibilities

The Development Director:

- Is directly responsible to the General Secretary, and also receives oversight, guidance and assistance on major goals, plans, policies and procedures from a development committee;
- Proposes, coordinates and carries out fundraising programs – annual giving, major gifts, planned giving, grant applications and special events;
- Identifies, cultivates, solicits and provides stewardship of individual and organizational donors, and makes requests for financial support;
- Implements fundraising goals, objectives and action plans to support revenue objectives with organizational short-term and long-term priorities;
- Works with the camp and youth program staff to create and manage an alumni/ae association;
- Works as needed with other committees and programs in carrying out approved fundraising initiatives;
- Carries out data analysis and reporting on funds raised;
- Acknowledges donor gifts;
- Helps design and carry out approved web-based marketing initiatives.

Frequent travel is required, mostly in the mid-Atlantic region.

Training and Experience

Experience in all areas of fundraising is needed, as well as demonstrated commitment to Quaker principles and testimonies. The Development Director must be a self-starter and willing to work with minimal daily oversight or guidance. Excellent verbal and written communication skills are required. The Director must be capable of managing multiple demands on her or his time; be experienced with donor databases; be an excellent project manager; be experienced in working with volunteers; possess persuasive interpersonal talents; and be comfortable with details as well as the big picture. An understanding of Quaker faith and practice and business process is needed.

Experience in these areas is preferred: capital campaigns, strategic planning, creation of fundraising resources and programs. A successful track record in the solicitation of funds, business management skills that include budgeting and financial management and program development, demonstrated customer service skills, and knowledge of fundraising principles and techniques are required.

Qualified candidates must have a Bachelor's degree or equivalent experience and at least five years of related experience in fundraising. Strong communication and organizational skills are required, as well as proficiency in Microsoft Outlook, Excel and Word. Knowledge of PowerPoint, Adobe InDesign and Dreamweaver may be helpful.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidates must be able to drive. Weekend and overnight travel is required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Baltimore Yearly Meeting office is a small office with five full-time and two part-time staff members. Normal office hours are 9 AM to 5 PM. The Yearly Meeting depends heavily upon volunteers and committee members to accomplish its work. Staff members are expected to work with volunteers and committee members. The office building and grounds are smoke, drug, alcohol and weapon free. This job will require frequent evening and weekend work. Attendance and work at Yearly Meeting and Interim Meeting sessions is required.

Salary and Benefits

Salary is commensurate with qualifications and experience. Benefits include: health plan coverage; long-term disability insurance; term life insurance; eleven paid holidays; annual, personal, medical, maternity/paternity and adoption, and sabbatical leaves; retirement contribution.

Non-Discrimination

Baltimore Yearly Meeting, as a spiritual community, seeks to welcome all in participation of programs and in employment. The Yearly Meeting is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, disability, marital status, age, or national origin.

Baltimore Yearly Meeting, 17100 Quaker Lane, Sandy Spring, MD 20860, 301-774-7663
gensec@bym-rsf.org -- <http://www.bym-rsf.org>