

# Baltimore Yearly Meeting

*of the Religious Society of Friends*

## **Development Director**

**Reports to:** General Secretary

**FLSA Status:** Exempt

**Approved By:** Supervisory Committee, Development Committee

## **The Opportunity**

Baltimore Yearly Meeting of the Religious Society of Friends (Quakers) is seeking a full-time Development Director to carry out a comprehensive development plan that raises funds for all areas of our program including general operations, camping programs, camp property capital needs, diversity programs, youth programs, and spiritual formation programs. Baltimore Yearly Meeting (BYM) is funded through fee-for-service programs, annual apportionment contributions from Local Meetings (i.e. congregations), and fundraising from individual donors, foundations, and Local Meetings . All fundraising activities are under the purview of the Development Director.

The ideal candidate has a passion for building strong relationships - inspiring Friends and foundations to become partners in our work. They have an eye for detail, proficiency with Microsoft Office and Google Suite, and are comfortable making development appeals or requests. The Development Director does not have dedicated support staff - though does receive support from other office staff and a volunteer committee - and is responsible for BYM's donor database and donor marketing materials. The ideal candidate will be enthusiastic about learning new skills and working independently.

The Development Director reports to the General Secretary (i.e. Chief Executive). This position also meets regularly with the volunteer Development Committee - working closely with them to develop the fundraising plan, test ideas, and delegate some tasks. The ideal candidate is comfortable asking for specific support and receiving feedback from others while working successfully with a high degree of independence

## **Who We Are**

Baltimore Yearly Meeting builds and nurtures a strong and vibrant Quaker community across the southern Mid-Atlantic. We seek to build community, grow in the life of the Spirit, discern right action, and bear witness in the world. In addition, BYM serves as the point of connection and collaboration for Friends working on a wide range of social justice issues. BYM includes Quaker meetings in parts of Virginia, Maryland, Pennsylvania, West Virginia and the District of Columbia. About 6,700 Friends of all ages, from more than 45 worshipping communities, make up BYM.

The BYM Office provides technical support to local Quaker Meetings and opportunities for Quakers in our region to work, play, serve, learn, and grow spiritually. We provide a range of programming throughout the year and operate 4 summer camps that serve more than 500 campers annually. The work of BYM is carried out by 9 full-time staff and hundreds of volunteers.

### **What You'll Do**

Responsibilities include but are not limited to:

#### Propose, Coordinate, and Execute Fundraising Program

- Raise approximately \$450,000 each year via annual giving, member appeals, major gifts, planned giving, grant applications, and special events in coordination with the BYM Development Committee
- Identify, cultivate, solicit, and provide stewardship of individual and organizational donors, and make requests for financial support
- Acknowledge and steward individual donor gifts
- Implement fundraising goals, objectives, and action plans to support revenue objectives with organizational short-term and long-term priorities
- Offer leadership to and work collaboratively with other staff members who raise funds such as STRIDE, Camp Program Manager, and others.

#### Track and Maintain Development Records

- Work with the Admin Coordinator and Finance Manager to track incoming gifts and regularly reconcile giving records between the donor database (FR50) and bookkeeping software (MIP)
- Update constituent records, pull reports, and build mailing lists in BYM's database (FR50)
- Track grant reporting deadlines and work with staff and volunteers to ensure reports are written and submitted
- Analyze giving data and industry trends, providing regular written and verbal reports to the Development Committee, General Secretary, and Yearly Meeting

#### Program Administration

- Prepare an annual development action plan and calendar in consultation with the Development Committee and General Secretary
- Prepare an annual program budget, in consultation with the Development Committee, that accounts for organization-wide fundraising and development program expenses
- Design and execute print, web-based, and social media marketing and communication initiatives to support development goals
- Oversee foundation and corporation grant procurement and assist volunteer committees in following BYM's Grant Process

### **Who You Are & Keys to Success (the must-haves)**

To be successful in this job, you will excel in four areas:

1. Attentive, authentic relationship builder: Enthusiasm for meeting and engaging with people. Able to put people at ease and listen closely to understand needs or concerns and takes steps based on that input. Builds authentic relationships across lines of difference including race, sexual orientation, age, and religiosity/theology. Gets back to people in a timely manner. Takes pride in providing clear, helpful information.
2. Fundraising experience or transferable skills: Direct experience in most areas of fundraising, including annual appeals, capital campaigns, strategic planning, and the creation of fundraising resources and programs OR 5 years of related, transferable skills. Equally comfortable making “the ask” and preparing others to make an ask. Understanding of and ability to talk about the spirituality of giving.
3. Resourceful and attentive to details: Consistently overcomes challenges and leverages resources to creatively solve problems. Proactively asks for help, anticipates problems, and proposes solutions. Self-starter who is able to keep work moving with minimal daily oversight. Has strong project management skills and enjoys keeping track of details and data.
4. Knowledge and familiarity with DEI principles: Recognizes ways that race and other identities intersect, especially with communities we serve. Comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms. Understands the historical context for racial inequity and its present-day implications. Demonstrates awareness of growing edges. Able to hear, reflect, act on, and learn from feedback re: identity and equity.

Experience with Quakerism is a plus but not a requirement.

### **What Else You Should Know**

The salary for the position is \$75,000-\$95,000, commensurate with years of experience. Benefits include 3 weeks paid vacation, 11 paid holidays, 403(b) retirement plan with generous employer contribution, low-deductible medical and dental insurance currently offered at 100% of premium paid for employees and 50% of premium paid for employee dependents, and medical, parental/adoption, and sabbatical leave.

Baltimore Yearly Meeting does not discriminate in hiring based on race, sex, gender, sexual orientation, disability, marital status, age, or national origin. We encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

In accordance with BYM's Child Safety Policy, a background check conducted by BYM is required for employment. Past offenses involving children are disqualifications for this position. BYM recognizes the injustices in the criminal legal system and believes in second chances. Returning and returned citizens, whose offenses did not involve children, are welcome applicants. Individuals with convictions related to financial crimes will be considered on a case-by-case basis.

This is a full-time, exempt position, based in our Sandy Spring, MD office Tuesday through Thursday, with the option to flex hours and/or work from home on Mondays and Fridays. Remote candidates within the BYM area will also be considered, though weekly travel to the office will be required. Frequent travel and weekend and evening hours will be required.

**How to Apply**

Please send a resume and cover letter to [HR@bym-rsf.org](mailto:HR@bym-rsf.org). Please put "Development Director Application" in the subject line.