

DIRECTOR OF DEVELOPMENT

McKinley Presbyterian Foundation

Champaign-Urbana, Illinois

www.mckinley-church.org

POSITION SUMMARY:

McKinley Presbyterian Foundation at the University of Illinois seeks a full-time Director of Development. This senior position is part of the dynamic management team of this multifaceted non-profit entity.

McKinley is a theologically progressive, social justice-oriented organization connected to a strong campus ministry. The McKinley Foundation has a rich and storied past spanning the last 100 years. In addition to great programs, the Foundation also supports both a church and a new, LEED Certified green student residence hall, known as Presby Hall. The church is known for its theological diversity and its support for the arts, including outstanding music programming. The organization has a \$1 million plus budget and a significant endowment.

The Director of Development will establish a progressive, comprehensive development and marketing program for McKinley Foundation & Church as well as administer and coordinate efforts to create relationships with alumni and friends of McKinley's residential facilities and participants and supporters of its long standing campus ministry and social justice programs at the University of Illinois.

DUTIES & RESPONSIBILITIES:

1. Develop, implement, and oversee a program for moves management (donor acquisition and cultivation), including but not limited to: outreach, newsletters, media events and cultivation, targeting mailings, alumni events, and other special events. Work with McKinley volunteers and staff members on donor cultivation, strategy development, person-to-person solicitations, and community networking.
2. Plan and implement donor-based giving opportunities for the Foundation and Church including, but not limited to: foundation and church annual funds, planned giving, scholarship and special fund giving, and when appropriate, a capital campaign.
3. Provide for the upkeep, growth, and maintenance of McKinley's constituency database.
4. Track donor responses and ensure good communication and relationships with donors and potential donors. Coordinate with Director of Finance & Operations and Finance Assistant to prepare giving statements to donors.
5. Solicit grants from businesses, charitable foundations, individuals and government entities.

6. Prepare and disseminate marketing materials to relevant audiences including members, community, prospects, donors, students, etc. including print, electronic, viral, and other media. Create an annual marketing plan to guide the organizations efforts in this regard.
7. Attend weekly staff meetings, monthly Foundation Board meetings, Church Session meetings quarterly, and appropriate committee meetings. Prepare all necessary reporting documents relating to development and endowment activities. Liaise with boards and committee as necessary to develop skills, recruit members, cultivate relationships, and enhance giving.
8. Other duties as assigned by Pastor/Executive Director.

REQUIRED QUALIFICATIONS:

- ✓ At least two years of successful development and marketing experience, including: annual fund, grantwriting, in-person solicitations, special event coordination, database management, graphic design, and communications.
- ✓ Bachelor's degree or higher in a relevant discipline with adequate, proven on-going training experience in communications, fundraising/development, non-profit marketing, leadership, etc.
- ✓ Proficiency with current desktop computer applications for word processing, database management, spreadsheets, and online applications for web development, networking, and research. Knowledge of graphic design programs helpful as well.
- ✓ Excellent oral and written communication skills. Must be a comfortable, willing, and effective public communicator.
- ✓ Able to multi-task and work in a fast-paced, resource-challenged environment.
- ✓ Excellent interpersonal and relationship-building skills to effectively work with a variety of people and personalities.
- ✓ Ability to work both independently and collaboratively with McKinley staff members as a team.
- ✓ Must be comfortable working with persons of various backgrounds including but not limited to: students, gay and lesbian persons, and persons with varying faith backgrounds.

SALARY & BENEFITS:

Salary commensurate with experience. McKinley has a generous benefits program including comprehensive health and dental insurance, 403B, excellent vacation package, and pleasant work environment.

ORGANIZATIONAL RELATIONSHIPS:

The Director of Development reports to the Pastor/Executive Director. S/he will also work closely with the Director of Finance & Operations and chairs of appropriate committees.

TO APPLY:

Send cover letter, resume, examples of previous development- and marketing-related work, and contact information for three references to: **do good Consulting**, Attn: McKinley job search, 201 W. Green, Urbana, IL 61801 or email: dogood@dogoodconsulting.org. Application must be received by May 8, 2009.

ABOUT CHAMPAIGN-URBANA, ILLINOIS:

Three hours from Chicago, Indianapolis, and St. Louis, Champaign-Urbana is a progressive, vibrant community with a unique blend of big city and small town. Enjoy fine dining, world-class public transit, an award-winning farmer's market, and great art while avoiding traffic jams and the hectic pace of big city living. Champaign-Urbana has great schools, a thriving music and arts scene, the state's only federally designed Wild and Scenic river (the Middle Fork of the Vermillion River) just 40 minutes away, and is home to the largest university in the state. If you're tired of a high cost of living, traffic jams, and long commutes, you'll love Champaign-Urbana, where the cost of living is low (www.bankrate.com), but the quality of life is high and nothing is more than 15 minutes away!

More at:

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