

# Menucha Retreat and Conference Center Job Description

## Development and Communications Director

Salaried, exempt: Columbia Group  
Reports to: Executive Director

Department: Development  
Effective: August 2023

Menucha believes that every employee makes a significant contribution to our success. That contribution should not be limited by the following assigned responsibilities. Therefore, this job description is designed to outline primary duties, qualifications and job scope, but not limit the employee or Menucha to just the work identified. It is our expectation that every employee will offer his/her service wherever and whenever necessary to ensure the success of our mission.

### General Summary

The Development and Communications Director (DCD) will further the mission of Menucha by developing and implementing a plan for fundraising. This should include but not be limited to an annual giving campaign, various special events and dinners, planned giving, and grant writing. It is expected that the (DCD) will develop and maintain relationships with donors by keeping them informed of the needs of Menucha and the ways they can participate in our mission. We believe that communication is key to successful fundraising therefore the DCD will be responsible for developing and implementing effective communication strategies that raise awareness of Menucha and engage stakeholders in our mission.

### Primary Responsibilities

- Work with ED to develop and implement a cohesive fundraising and communications plan.
- Work with the Menucha Board and the Friends of Menucha Foundation Board to train and engage members in fundraising.
- Have frequent and consistent communication with donors and potential donors in order to keep the needs of and opportunities at Menucha in the forefront.
- Develop and maintain close relationships with donors with particular attention to major donors.
- Plan events that will raise funds, highlight Menucha and engage the community (both the local community and the extended community).
- Use various methods to communicate with constituents (social media, web site, etc.).
- Edit and publish the quarterly newsletter and monthly e-newsletters.
- Web site maintenance where appropriate.
- Maintain existing donor database.
- Actively solicit and manage volunteers.
- Seek out ways to support Menucha through grants where appropriate.
- Point person for incoming calls.
- Participate in weekly staff meetings.
- Other duties as assigned by the ED.

### Interpersonal Contacts

- As appropriate, work with other groups on raising awareness of our facility through involvement with community groups, such as Corbett schools, area Chambers of Commerce, trade shows, and judicatory meetings such as Presbytery.
- Develop and maintain relationships with donors and organizations that might contribute to the financial health of Menucha.

## **Education and/or Experience**

- Educational minimum: B.S./B.A.
- Candidate must be familiar with or willing to become familiar with ecclesiastical structures and comfortable with PC(USA) polity and theology, and able to operate within a faith-based community.
- Demonstrated experience in development and fundraising.
- Excellent communication skills (both written and verbal).
- Digital and social media proficiency.
- Excellent relationship building and networking skills.
- Familiarity with fundraising and donor communications.
- Core Competencies:
  - Demonstrated proficiency in computer skills, data management, and social media.
  - Demonstrated proficiency in business operations.
  - Demonstrated ability to inspire others and enlist support.
  - Demonstrated ability to lead cultural change and growth in an organization, including setting strategic goals and executing plans to achieve them.
  - Demonstrated ability in personal relationship development and maintenance.
  - Demonstrated ability to inspire and work collaboratively with others from diverse backgrounds.
  - Demonstrated ability for initiative, leadership and creativity as a member of the Menucha staff.
  - Possess a valid driver's license.

## **Job Conditions**

- Ability to move about the property in various environmental conditions without assistance.
- Ability to speak in worship and other public settings.
- Ability to read text and comprehend instructions and manuals.
- Ability to command English fluently.
- Ability to use existing office equipment and systems.
- Ability to lift at least 30 lbs. without assistance.

*This information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

I have read, discussed, and understand the requirements of this position.

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Signature

Date