



Job Description

Position Title: Vice President for Development

Effective: June 2025

Reports to: President, Mountain Retreat Association

Supervises: Development Team

Status: Exempt; Salaried; Full time

Essential Functions

The Vice President for Development leads fundraising and development efforts for the Mountain Retreat Association. The vice president designs and implements comprehensive advancement programs to achieve and increase fundraising outcomes and constituent involvement.

Development responsibilities include the annual fund, church and foundation support, individual major gifts, and gift planning. Constituent programs include donor stewardship, volunteer management, donor communications, and event management. The vice president serves as a member of the president's Senior Leadership Team.

Essential Duties

The essential duties are as follows:

- Provide active and strategic leadership to strengthen the financial resources of the institution, including the establishment and implementation of the MRA's fundraising strategies and goals, both annual and for the long term
- Manage, cultivate, and solicit a portfolio of prospective donors to secure significant gifts for annual, restricted, capital, and endowment needs
- Prepare and support the president, board members, and other volunteers in their fundraising responsibilities
- Position the MRA to anticipate and prepare for major funding opportunities, challenges, and trends
- Hire, train, and supervise a high-performing development staff
- Direct, plan, evaluate, and provide oversight to the MRA's annual giving, major gifts, foundation and planned giving programs, and donor/ constituent relations

- Lead and oversee systems for maintenance, research, and reporting on the donor cycle, including donor identification, cultivation, solicitation, and stewardship
- Advise and support the creation and implementation of all internal and external messaging
- Serve as the MRA's lead liaison for the Development Foundation and direct the development team in supporting this entity
- Serve as an advocate in the community, with local leaders, churches, religious organizations, and other entities to maintain a close link to the community
- Other duties as assigned

Requirements

- An understanding of and commitment to the ministry and mission of Montreat Conference Center
- Possession of good communication skills and personality conducive to public relations and fundraising
- Ability to manage personnel with different styles, skills, and abilities
- Ability to work independently and efficiently under busy conditions, demanding deadlines, and frequent interruptions, while also serving as a strong senior colleague supportive of other departments and institutional goals
- College graduate; master's degree preferred
- At least five years of development experience with demonstrated success in fundraising and institutional advancement
- Strong organizational skills
- Excellent verbal and written skills
- Ability to sit, stand, or squat for periods of time
- Maintain a valid driver's license and acceptable driving record

Competencies

- Ability to provide leadership and work collaboratively with others
- Ability to work well independently and meet deadlines
- Ability to communicate effectively
- Ability to plan and prepare for assigned tasks
- Ability to follow directions and work cooperatively with others
- Exhibit fine attention to detail
- Ability to use critical thinking and resources to solve problems