

RESURRECTION POWER POSITION DESCRIPTION

POSITION TITLE: Ministry Advancement Manager

REPORTS TO: Executive Director

INTRODUCTION: Resurrection Power was organized by a group of Presbyterian pastors in the city of Washington, PA with a desire to spiritually support the 12 Step Recovery community in and around Washington. In addition to our faith in Christ, one of our fundamental values is the belief that the 12 Steps, as first stated by Alcoholics Anonymous, were given to us by God, speaking into our culture a biblical and effective map for the journey of restoration. They in no way share the same authority as scripture – but when interpreted from a biblical perspective, they are a powerful tool used by God to redeem and restore the hurting, the lost, and oppressed. Therefore, our ministry embraces the 12 Steps and seeks to support people utilizing them in their journey of recovery and faith. Our vision is to create a Christ-centered residential community in the midst of the city, engaged in the work of recovery from self-destructive behaviors. We will provide a safe, structured and spiritually focused environment for 12 Step recovery that will be a place of refuge for healing, growth, and training, as well as a stronghold for deploying fully functioning servants of Jesus into society.

OVERALL SUMMARY: The Ministry Advancement Manager, while a part-time role, is the “point person” for fundraising in the organization, responsible for implementing operations in support of the core initiatives of Resurrection Power’s Advancement function, as well as supporting the principal development activity of the Executive Director. This position will work closely with the Board of Directors as well.

POSITION ESSENTIAL FUNCTIONS:

- Identify and assist moves management efforts to increase average gift amount
- Identify strategies to enhance donor cultivation, solicitation and stewardship efforts in conjunction with the Executive Director.
- Prepare requested and anticipated solicitation, cultivation and stewardship materials as part of assistance with the Executive Director’s portfolio management.
- Maintain accurate donor records, specifically by helping to manage all substantive contacts and donor interactions.
- Conduct and prepare development materials for bi-monthly Board of Directors meetings
- Donor inquiry follow-up
- Major and leadership donor stewardship, i.e. holiday and birthday cards, thank you letters, annual report mailing
- Point person with our marketing/communication efforts regarding donor communications (i.e. newsletters, magazines, social media)
- Perform other duties and responsibilities as assigned by Executive Director

- Adhere to Resurrection Power's core values, mission and vision, and standards of personal and professional conduct.
- Participate in building a culture of accountability, performance, innovation and trust

POSITION ESSENTIAL REQUIREMENTS:

- Associates or Bachelor's degree from an accredited, degree-granting institution
- At least two years' experience in a fundraising or nonprofit environment
- Passion for the Resurrection Power ministry and vision
- Understanding of nonprofit fundraising best practices and ability to devise and execute a tactical plan
- Results-oriented
- Excellent organizational, interpersonal and verbal/written communication skills
- Ability to work in a team setting while competent enough to work independently
- Experience working with a database, building reports and maintaining accurate records
- A proven ability to handle multiple priorities and deadlines
- Must be comfortable in a diverse range of social and business settings and speaking in public
- Ability to self-manage working in a remote environment
- Comfortable to practice flexibility in participating in organizational growth and change