



Come join the CREW at Zephyr Point!

JOB POSITION ANNOUNCEMENT

“Development Director”

Zephyr Point Presbyterian Conference Center is looking for a resource development professional in raising all funds and contributions needed to maintain, improve and expand the ministries of Zephyr Point. Zephyr Point hosts over 450 groups a year and is searching for a motivated team player with a “can do” attitude to lead our year-round fund-raising efforts. The position is a fulltime, salaried position that includes housing, health insurance and retirement benefits.

The successful candidate will possess the following skills, experience, and attributes:

- A minimum of three years direct fundraising experience. Experience in non-profit work is desirable.
- Ability to maintain a flexible schedule, including weekdays, weekends and holidays
- Demonstrated and documented ability to work effectively with others to reach common goals and objectives.
- Positive, outgoing personality with ability to project enthusiasm to staff, guests and donors.
- Keen sense of time and priority management, with ability to meet deadlines.
- Ability to carry out detailed plans, set priorities, organize and process large volumes of work, and maintain good relations when dealing with people of all ages and interests.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively.
- Proven computer and donor database management skills.
- A servant’s heart and a passion for our mission!

Areas of Responsibilities

- Submit a yearly, comprehensive Development Plan to the Executive Director and the Zephyr Point Development Committee and lead in implementing the approved plan.
- Communicate the resource needs, vision and long-range plan to our current donors, guests and the public. This includes making personal contacts via email, personal visits or phone calls, and coordinating direct mail, foundation requests, estate planning and special events efforts.
- Develop and manage a donor cycle system including the cultivation, ask and thanking process.
- Manage and coordinate the response to all donors including: thank you letters, receipting, phone calls and special thankyou gifts.
- Recruit, hire, train and supervise all staff and volunteers needed to accomplish the goals.
- Submit development budget recommendations in preparation of the annual budget. This includes monitoring costs of department purchases using costs analyses and best buying techniques.

Please email your résumé and letter of introduction to:

Bedford Holmes, Executive Director

Email: bholmes@zephyrpoint.org

If you have questions, please call 775-690-5237

An application must be completed if interested in the position.