

Serenity Retreat for Healing and Spiritual Renewal Development Director / Benevon 201 Sustain Serenity Team Leader

Position Summary

- Development Director / The Benevon 201 Sustain Serenity Team Leader is responsible and accountable for the overall development, coordination and implementation of the annual Serenity Retreat Benevon Sustainable Funding timeline, plan, goals and objectives. As well as to provide leadership for the direction, planning and execution of fundraising in partnership with the Executive Director.
- This includes direct responsibility for the overall development and implementation of the annual Breakfast, Free Feel-Good Cultivation events, Point of Entry Events, and the cultivation and maintenance of relationships with new and existing donors and supporters.

Working Relationships

- Reports to the Executive Director
- Works in collaboration with contract Development consultant, Blaise Fallon
- Oversees Development Coordinator and Sustain Serenity Team
- Works with all Serenity Retreat staff and volunteers

Specific Responsibilities and Authority

- Recruits adequate and qualified staff and volunteers to carry out the fundraising activities.
- Attends the annual Benevon training.
- Oversees the development, implementation, management, and evaluation of all activities related to the Breakfast fundraiser before, during and after the event. This includes budget development and management, solicitation of gifts-in-kind, Breakfast Committee leadership, strategy development and problem-solving.
- Plans, coordinates and executes Encounter Serenity events as directed by the Benevon 201 model.
- Recruits Connectors per Benevon model.
- Plans, coordinates and executes Free Feel-Good Cultivation events as directed by the Benevon 201 model.
- Plans, coordinates and executes Second Date events as directed by the Benevon 201 model.
- Supervises and manages ongoing donor entries to Bloomerang, the fundraising database.
- Ensures the timely distribution of donation letters and tax receipt letters directly related to the Benevon Sustain Serenity model.
- Compiles and maintains progress reports related to fundraising.
- Attends weekly Development meetings with Staff, Blaise Fallon and Development Committee of the Board of Directors.
- Plans meetings, creates reports and communicates as needed by staff, Board, per the Benevon Model.
- Remains current on all legislation and ethical practices pertaining to fundraising.
- Oversee communications/marketing function as it relates to resource development.
- Oversee the production of all fund development-related publications and collateral, including (but not limited to) direct mail campaigns, electronic and print newsletters and other communications, the Annual Report, and website content to support Scholars Unlimited fund- and friend-raising goals and activities.
- Create and implement communication and promotional plans for campaigns and appeals, including (but not limited to) annual campaigns.
- Work closely with other departments to develop public relations, advertising, marketing and communications strategies, plans, and collateral that support fundraising efforts.
- Work throughout the ministry to create and nurture a “culture of philanthropy” and an awareness that securing the resources necessary to fund the organization is “everybody’s business.”
- Support the Mission in the development of strategic and annual fund development goals and strategies.

- Based on annual budget and strategic fund development goals and strategies, develop an annual tactical resource development plan for recommendation to Executive Director.
- Develop and implement fundraising training for Board, and other leadership volunteers on the Benevon Sustain Serenity Team, as well as staff.
- Secure gifts of \$10K+ face to face, with a priority focus of growing and stewarding the multi-year giving society.
- Lead and coach Development Coordinator to achieve the organization's priorities
- Prepare activity reports as required in timeline manner.
- Provide assistance for ministry development goals, marketing, public relations and related issues.

Performance is satisfactory when:

- The appropriate annual number of Encounter Serenity events are scheduled, communicated, staffed and attended
- Appropriate annual number of Connectors - Ambassadors are recruited and host Encounter Serenity events
- The appropriate number of Free Feel-Good Cultivation events are scheduled, communicated, staffed and attended.
- Donations are up to date in Bloomerang.
- Year-end letters are received by donors by January 30th of each year.
- Donation thank you letters, or emails are received by donors within 8 days of receipt of donation.
- Event budgets are communicated to staff and Board by the required deadline.
- Breakfast Committee is recruited, meets, plans and executes the event consistent with the Benevon timeline.
- Encounter Serenity guest names are communicated to Blaise Fallon before the event.
- Performs functions with attention to detail, appropriateness and accuracy.
- Meets deadlines and commitments.
- Prioritizes and accomplishes responsibilities within time constraints.
- Demonstrate commitment to contribute to and support effective change in order to enhance organizational performance.
- Demonstrate ability to present ideas and information in a timely manner, concise, effective and interpersonally appropriate manner through both written and oral forms. This competency is further demonstrated by the ability to receive and effectively process information through appropriate skills.
- Demonstrate an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees.
- Maintain good attendance and be conscientious about punctuality and time spent away from work area; employee attends individual, group and department meetings.
- Exhibit interest in work being done and show willingness to extend his/herself in completing assignments and accepting responsibility.
- Demonstrate ability to identify issues and opportunities, collect appropriate information, effectively process information and make timely and effective decisions to improve outcomes.
- Demonstrate ability to plan and prioritize his/her own work to ensure efficient use of time, get assignments completed on time; meets standards for quality and quantity of work.
- Demonstrate a positive and mature approach to work and job performance; utilize constructive criticism for self-improvement and conduct self in a manner that complies with ministry policy and professional ethics. Participate in activities resulting in personal and professional development.
- Demonstrate ability to establish effective relationships with others. Teamwork is characterized by working towards a shared purpose or goals by cooperating, collaborating and partnering with others.

Qualifications and Experience:

- 4 year University degree strongly preferred in finance and or/ fundraising
- Minimum of 3 years' experience in fundraising, development, financial services or business development required, including direct ask experience

- Documentation of successful history of fundraising development and implementing a fund development plan (preferably in the Houston region)
- supervising a staff and the Benevon Sustainable Fundraising model a plus
- Excellent computer skills including word processing, power point, excel, Microsoft office 365, TEAMS, outlook and database management
- True passion for the mission and organization
- Detail oriented
- Great time management skills
- Enjoys event planning and can effectively manage all the working aspects of each event
- Enjoys working with and communicating with volunteers
- Knows how to use SR database or is willing to learn
- Effective oral and written communication skills
- Strong interpersonal skills
- Ability to supervise and motivate volunteers and staff
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including word processing, power point and database management
- An understanding of the non-profit, voluntary and social services sector
- Must be a positive Christian role model.
- Able to maintain a flexible work schedule.

Send resumes to Kimberly Van Belle-Porterfield: Kimberlyvbp@serenityretreat.com

5/2020