



Camp Lutherwood Oregon

Job Description

Position:	Development Associate
Supervisor:	Executive Director
Compensation:	\$25/hour, .5 FTE Salary commensurate with experience

Position Summary

The Development Associate is self-motivated, results-oriented, individual with a desire to develop effective fundraising, donor solicitation, and donor management skills. The Development Associate works in close coordination with the Executive Director in developing all aspects of the fund development program for the ministry of Camp Lutherwood Oregon. The Development Associates abides by the Camp Lutherwood Oregon ministry and mission description. This position is hybrid; remote and work-from-home, with some time needed on site.

Qualifications

- Support of the mission and ministry of Camp Lutherwood Oregon
- Demonstrated strength in organizational, interpersonal and communication skills
- Initiator, self-starter; able to plan, organize and prioritize work
- Ability to maintain confidentiality
- Commitment to equity and inclusion

Education/Experience

- Bachelor's degree or equivalent experience required
- Two years fundraising/development or related experience preferred

Responsibilities

- Assist in the development and implementation of a comprehensive, written fund development plan with strategies for donors and prospects including: individuals, churches, organizations, corporations, and foundations in order to meet fundraising goals
- Cultivate relationships with the community, volunteers, and both current and prospective donors
- Coordinate all aspects of the annual fund, direct mail, special events and overall support to on-going fund development
- Assist in the development of grant proposals
- Support capital campaign endeavors
- Communicate effectively to inform donors of the need for/impact of their donations
- Represent Camp Lutherwood Oregon at Synodical, District, and congregational events

Administrative

- Assist in the development and oversee donor database, including systems for donor records, prospects, profiles, reporting, and recognition.
- Assist in the development of the fundraising budget
- Develop standards and procedures as needed
- Work towards professional certifications and developing professional networks
- Support related board committees