

Community and Donor Relations Director Norcross Cooperative Ministry

Reports to Executive Director and Executive Committee.

Position can be either part or full time.

Compensation is dependent on skill level and experience.

Job Summary

Norcross Cooperative Ministry is an intentionally Christian organization seeking a Community and Donor Relations Director who develops strategies to increase funding within the community and maintains ongoing relations with donors on behalf of NCM.

The Director will use his/her networking and expertise of fundraising and personal relations skills to strategically identify, enlist and develop church, corporate and community supporters.

Duties and Responsibilities

To meet annual fundraising goals as established by the Executive Committee and the Board of Directors.

Lead the development and implementation of an integrated development strategy, aligned with the overall goals and strategic direction of NCM that incorporate local church, corporate, individual and foundation support.

Develop comprehensive, proactive strategies for maximizing giving among existing and prospective major donors.

Proactively seek new funding sources and maintain relations with current and past donors by cultivating, soliciting and stewarding donors and prospects.

Align marketing and fundraising goals with strategic plan, annual business plan and /or ministry goal.

Seek opportunities and keep in contact with community organizations, corporations and Christian institutions to increase awareness of the participation in NCM.

Attend and serve as an NCM representative at community networking functions, including making presentations as needed, to increase awareness of NCM and to grow its volunteer and support base.

Qualifications

Bachelor's degree preferred, will consider related work experience

Five years of professional experience

Excellent interpersonal skills, written and verbal communication

Ability to record, maintain and communicate accurate data

Microsoft Word, Excel and PowerPoint knowledge

Positive, self-motivated, professional

Ability to work well with a team and independently

Deep appreciation for and commitment to NCM's mission

Considerable development experience and broad knowledge of fundraising, with a track record of success in building relationships with churches, individuals, corporations and foundations

Experience working in the Norcross/Gwinnett County/greater Atlanta area philanthropic community – an understanding of fundraising for the human services sector is a plus.

A proven and documented successful track record for establishing fundraising goals and strategies as well as meeting overall campaign goals within the established timeline.

Please submit a cover letter and your resume to resume@norcrossco-op.org

Subject: Community and Donor Relations Director