



Pretty Lake Camp Seeks Director of Development

Pretty Lake seeks an innovative Director of Development to help grow the fundraising program for our next century. Pretty Lake is a 99-year-old organization with the mission to empower people by providing unique outdoor experiences and adventure education that changes lives and improves the community. We fulfill this mission by providing a free summer camp for youth most likely to benefit from the experience, offering a wide range of customized adventure experiences for youth and adults, promoting opportunities to experience appreciate and steward our environment and making our natural environment and facilities available for the community to experience and enjoy. The new fund development director will be committed to this mission and have strong fundraising and communication skills to connect the organizational strategic plan to current and potential donor's philanthropic goals. Apply online at: <http://www.prettylakecamp.org/jobs/positions-available/>

POSITION DESCRIPTION

Position Title:	Development Director
Reports to:	Executive Director
Wage Category:	Exempt (Full-Time Salary)
Date Approved:	June 11, 2015

JOB STATEMENT

Under the direction of the Executive Director, the Development Director is responsible for the oversight, development and implementation of the annual fund, major gifts, fundraising projects, donor acquisition and relations, and volunteer management for the organization. These responsibilities are conducted according to the organization's policies, procedures, and all local/state/federal regulations and laws.

ESSENTIAL FUNCTIONS

1. Is responsible for planning, creating and processing annual fund and special fundraising appeals to meet the fundraising goals of the organization. Ability to interpret the organization's mission to donors, customers, volunteers and the general public.
2. Plans, creates and maintains a sound, sustainable donor relations program that builds lasting relationships with donors.
3. Works with the Executive Director and Fundraising Committee to cultivate and secure major gifts, planned giving, in-kind and professional service donations from the community.
4. Leads all grant research and grant-writing and adheres to all grant report deadlines and requirements.
5. Leads the planning, creation and coordination of fundraising and special events. Works closely with the Group Sales and Marketing Director on public relations activities. Contributes to

organizational newsletters, brochures, public correspondences, reports, website/social media, media releases, as well as the overall image of the organization to the community.

6. Helps identify and assists with presentations to individuals and groups. Duties include preparing for the presentation and all materials needed, as well as delivering the presentations.
7. Serves as the volunteer coordinator. Duties include leading the recruiting, engagement, management, and recognition of volunteers of the organization. Works with program and facility staff to facilitate group work days and other volunteer efforts.
7. Manages the donor database and assumes responsibility for creating all requested or required reports.
9. Works with the Office Administrator to ensure the timely processing of donations and other income into the check log. Ensures that thank you letters and other correspondence is completed in a timely manner. Has input into the Office Administrators performance objectives and review.
10. Completes other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND STANDARDS OF PERFORMANCE

1. At least two years of fundraising experience. Bachelor's Degree in Fundraising, Non Profit Leadership, Marketing or Business preferred.
2. Ability to work with co-workers, volunteers, constituents and customers of diverse backgrounds and ages.
3. Ability to maintain the highest standards of ethics and performance with regards to all aspects of Pretty Lake Camp.
4. Ability to maintain confidentiality regarding organizational, donor, client and customer information.
5. Excellent organizational, written and oral communication skills. Proficient in Microsoft Office, and donor management software, especially Talisma Fundraising or similar product.
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7. Performs work in a logical, timely, orderly and skillful manner with the ability to be self-directed as needed. The ability to handle multiple projects at once.
8. Ability to stay calm and perform under stressful situations
9. Willingness and ability to work a varied schedule.

PHYSICAL, MENTAL AND SENSORY DIMENSIONS

1. Physical mobility: standing, walking, bending, and occasionally lifting up to 50 pounds.
2. Manual dexterity to operate computer, calculator, telephone, fax and photocopier.

3. Sensory requirements: ability to read information in handwritten or printed form, on video terminals, etc.; ability to communicate with constituents, donors, co-workers, and vendors in person and over the telephone.
4. Mental effort: reading, writing, calculating, analyzing.
5. Must have valid Michigan driver's license and be able to provide own transportation when required.

WORKING CONDITIONS

1. Normal office environment and relatively flexible daytime work schedule.
2. Occasional evening meetings with volunteers, committees, and community groups.
3. Job responsibilities and duties may be required on an as-needed basis on weekends and holidays.

Pretty Lake is an Equal Opportunity Employer