



Camp Roger Leadership Position Available
Job Description for: Development Director

Summary

Camp Roger is a summer Christian youth camp and outdoor education center that has been around for almost 100 years and is growing. Summer camp enrollment is at an all time high and outdoor education programs are nearing capacity. This exciting growth presents the opportunity and challenge to maximize our mission of revealing and celebrating God to children through His creation. Camp Roger is looking for a Development Director to design, implement and manage all advancement efforts at Camp Roger. This person will be part of a great year-round leadership team making a big difference in the lives of thousands of children every year.

Qualifications:

1. Professes Jesus Christ as his/her personal savior and lives accordingly.
2. Have a contagious passion for youth ministries.
3. Can work well in a close team environment and has earned the respect of peers.
4. Able to work tenaciously and with energy on both long and short term projects. Extroverted and comfortable working with a variety of people including employees, volunteers, donors, constituents and others.
5. Creative and excellent communications skills both verbally, in writing and in print.
6. Need to be able to create and implement a healthy development program for Camp Roger including all aspects of annual, capital, endowment, and planned gifts in a way that moves Camp Roger's ministry forward while still maintaining our current culture and identity. Able to solicit contributions from individuals, businesses, churches, foundations, and organizations.
7. Discretion in handling confidential information.
8. Attentive to detail with strong organizational and computer skills.

Duties:

1. Develop an annual fundraising plan and coordinate the implementation of fund raising efforts, including: appeals, events, donor communications, planned giving, foundation research and grant writing.
2. Promptly and meaningfully acknowledge and thank donors and volunteers.
3. Attend meetings of, and work with, the Fundraising Committee of the Board. Coordinate efforts closely alongside the Executive Director.
4. Serve as the staff director of capital campaigns, including: working with volunteers, staff and counsel to develop and implement campaign plans.
5. Serve as the sponsorship chair person for Joe's Big Race.

6. Develop, maintain and analyze the donor database for planning, donor cultivation and appeals. The finance office will continue to receive and input gifts.
7. Develop and use promotional publications, website, and other communication tools to promote the camp programs and cultivate relationships with the constituency, alumni, major donors, churches, businesses, foundations and community in general.
8. Work with other staff (particularly the Executive Director) to market and advance camp programs
9. Cooperate and coordinate with other promotional activities such as camper nights, press releases, summer camp opening days, and other camp events.
10. Personal involvement and dedication to the health of the Camp Roger greater community as well as immediate year round staff (and staff families) community is required. Time needs to be spent in prayer as well as effort given to support and encourage and maintain a Christ-like team and work environment.
11. Other tasks as assigned by the Director.

Responsible to: Executive Director.

Requirements: This is a full-time professional position requiring 40-50 hours/week.

Salary and Benefits: Salary will be commensurate with experience. Health and dental insurance coverage is available with Camp Roger contributing 80% of the premium cost. Personal time benefit (vacation, sick days, etc.) is included as are AFP and WMPGG memberships. The work schedule will be very flexible to match the availability of friends of camp, but will also be flexible to accommodate family or personal needs.

Additional Info: Please feel free to call or email Doug Vanderwell to discuss this opportunity, ask questions, or set up a tour of Camp Roger.

Application Procedure: To apply, please send a resume and letter of interest to the address listed below. Resumes will be accepted through January 15th, 2012. First round interviews will happen as resumes are received and final interviews will take place in late January. A letter of interest describing experience and skills related to the specific points of the job description and resume should be directed to:

Doug Vanderwell
Executive Director
Camp Roger
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