



Asylum Hill Congregational Church
Director of Development and Engagement

Overview

Harvest Development Group, a national consulting firm for nonprofit organizations, is managing the recruitment of this position on behalf of Asylum Hill Congregational Church in Hartford, CT.

No direct inquiries to Asylum Hill Congregational Church, members of their staff, or Board of Directors. All inquiries regarding the position may be directed to:
jobs@harvestdevelopmentgrp.com.

This full-time position is located on site in Hartford, Connecticut.

The salary for the position is \$60,000-\$65,000 commensurate with skills and experience.

Benefits include:

Medical

Dental

Vacation/PTO

Retirement Plan

Resumes with a cover letter not to exceed one page highlighting relevant background, skills, and experiences may be submitted to: [Director of Development and Engagement](#).

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About the Organization

Asylum Hill Congregational Church, (AHCC), an iconic historic landmark in Hartford, CT, has a rich history dating back to the Civil War era. The congregation's unwavering commitment to the community and their vision toward the future is deeply rooted, as evident when its 114 founding members built a sanctuary with capacity for 1,000 to gather and worship. Since its first service in 1865, Asylum Hill Congregational Church remains committed to its mission: serving its 1,400 members and the Hartford community. AHCC is open and affirming, embracing and welcoming all, and provides many opportunities to connect through faith formation, music and arts, and justice and outreach.

Asylum Hill Congregational Church seeks a full-time Director of Development and Engagement to join their team and lead fundraising and engagement. This position reports to the Chief Operating Officer and collaborates with staff, board members and lay leaders. This new position will provide the Director the opportunity to expand fundraising and philanthropic activities to advance the organization, as well as identify engagement and growth opportunities.

The Director will be responsible for the development and implementation of goals and strategies for all fundraising campaigns, working with the Chief Operating Officer and Stewardship Committee Members in the planning and coordination of all aspects of fund development. The Director will provide leadership on all fundraising initiatives including Annual Fund, Major Gifts, Planned Giving, Sponsorships, Donor Cultivation, some Special Events and Grant Writing support. The Director will also focus on new growth and engagement opportunities within the organization and outside of the organization. This position will supervise the Director of Communications.

Attributes

The successful candidate is a proactive, forward-thinking, and self-motivated individual who:

- Creates fund development strategies and executes upon the plan to achieve results
- Takes initiative to identify, develop, and implement operational plans to support church community engagement and fundraising goals
- Manages multiple tasks and achieves milestones in a timely manner and dynamic environment
- Uses data to establish metrics and goals
- Possesses strong critical thinking skills
- Demonstrates leadership, communication, project management, and team building skills
- Develops processes and procedures and is committed to continuous performance improvement

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- Possesses in-depth knowledge of database management, CiviCRM preferred
- Fosters and welcomes working with diverse groups
- Manages projects both independently and within a team environment
- Collaborates with church staff, lay leaders, and volunteers throughout the congregation

Scope of Duties

Development

- Develops and implements donor stewardship strategy
- Coordinates and manages all aspects and oversight of donor development, cultivation, and engagement
- Uses data to establish metrics and quantitative insights on donor trends and forecasts
- Develops and executes the annual fundraising plan in collaboration with staff and related committees
- Secures financial support from individuals and foundations
- Identifies additional funding sources
- Develops and maintains a prospect portfolio to optimize fundraising opportunities
- Maintains Donor CRM
- Evaluates processes and procedures and creates efficiencies to achieve and drive results
- Provides regular status reports and projections to the COO and membership as needed
- Collaborates with and provides guidance to the Stewardship Committee
- Establishes protocols to maintain donor confidentiality
- Creates and manages projects on limited resources and within budget
- Supervises the Director of Communications and provides guidance for member and donor engagement and cultivation
- Provides periodically and annual review of direct report(s)

Donor/Member Engagement

- Monitors and examines current member engagement and patterns for trends and growth opportunities
- Engages and cultivates current donor relationships
- Examines current and changing member demographics and creates strategy for engagement and cultivation
- Identifies new engagement opportunities to build membership and donor pipeline
- Provides content for newsletters, member communications, and social media in collaboration with Director of Communications
- Collaborates with Member Engagement Committee

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- Collaborates with staff and lay leaders to develop engagement strategy
- Develops quantitative insights based on current engagement data
- Identifies additional methods of tracking engagement

Requirements

- Bachelor's Degree
- 4 Years fundraising experience
- Demonstrated fund development planning, execution, and growth
- Donor cultivation and stewardship experience
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office Suite
- CRM experience and analysis
- Able to work evenings and weekends as needed
- Supervisory experience preferred

AHCC is an equal opportunity employer with an inclusive workplace in which we embrace diverse backgrounds, experiences, and perspectives for the benefit of our staff, congregation, and community at large.