

Baltimore Yearly Meeting

of the Religious Society of Friends

Director of Development

Reports to: General Secretary

FLSA Status: Exempt

Approved By: Supervisory Committee; Development Committee

The Opportunity

In collaboration with Baltimore Yearly Meeting's (BYM's) staff and volunteer leadership, the Director of Development, the senior-most member of BYM's development team, will continue to expand and enrich the culture of philanthropy at BYM. The Director of Development provides leadership for the fundraising program with the goal of securing contributed income to further BYM's strategic and operational goals. The Director reports to, and partners with, the General Secretary, and is charged with identifying, qualifying, cultivating, soliciting, and stewarding current and new individual donors and prospects, as well as fundraising from BYM's 51 Monthly Meetings and local worshipping communities.

Responsibilities

Responsibilities include but are not limited to:

Individual Giving

- Direct the General Fund, grow the number of donors and revenue, and deepen engagement with the BYM community.
- Direct the Major Gifts program and support philanthropic relationships between the General Secretary and Development Committee and individuals that result in outright and deferred gifts.
- Direct donor cultivation/stewardship activities including gatherings for specific constituents.
- Identify, qualify, and solicit prospects in a position to make planned gifts to BYM.

Leadership

- Develop and implement fundraising goals and action plans to support contributed revenue objectives within the organization's short-term and long-term priorities.
- Articulate the case for support for development.
- Analyze giving data and industry trends, providing regular written and verbal reports to the Development Committee, General Secretary, and Yearly Meeting.
- Support and collaborate with the volunteer Development Committee.
- Offer leadership to and work collaboratively with other staff members who raise funds such as STRIDE, Camp Program Manager, and others.
- Supervise grant management processes.

Program Administration

- Prepare an annual development action plan and calendar in consultation with the Development Committee and General Secretary.
- Strengthen philanthropic relationship with more than 40 Quaker meetings (congregations) that result in continued and renewed support and deepened engagement with the BYM community.

Baltimore Yearly Meeting

of the Religious Society of Friends

Who You Are & Keys to Success (the must-haves)

To be successful in this job, you will excel in four areas:

1. Attentive, authentic relationship builder: Enthusiasm for meeting and engaging with people. Able to put people at ease and listen closely to understand needs or concerns and takes steps based on that input. Builds authentic relationships across lines of difference including race, sexual orientation, age, and religiosity/theology. Gets back to people in a timely manner. Takes pride in providing clear, helpful information.
2. Fundraising experience or transferable skills: Direct experience in fundraising, including annual appeals, capital campaigns, strategic planning, and the creation of fundraising resources and programs OR 5 years of related, transferable skills. Equally comfortable making “the ask” and preparing others to make an ask. Understanding of and ability to talk about the spirituality of giving.
3. Resourceful and attentive to details: Consistently overcomes challenges and leverages resources to creatively solve problems. Proactively asks for help, anticipates problems, and proposes solutions. Self-starter who is able to keep work moving with minimal daily oversight. Has strong project management skills and enjoys keeping track of details and data.
4. Knowledge and familiarity with DEI principles: Recognizes ways that race and other identities intersect, especially with communities we serve. Comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms. Understands the historical context for racial inequity and its present-day implications. Demonstrates awareness of growing edges. Able to hear, reflect, act on, and learn from feedback re: identity and equity.

Experience with Quakerism is a plus but not a requirement.

Time & Travel Expectations

This is a full-time (35 hours per week) exempt position. This position can be remote within BYM's region (MD, VA, DC, southern PA, eastern WV). Working hours are flexible in ways that meet work and personal needs. All staff must work business hours on Thursdays and, if based within a 1-hour drive of Sandy Spring, be in-person at the office on Thursdays. This position is required to travel regionally and to work evenings and weekends several times per month. BYM staff attend and support a week-long gathering (Annual Session) held in residence on a college campus in the summer.

Compensation & Benefits

The salary for the position is \$75,000-\$95,000, commensurate with years of experience. Benefits include 3 weeks paid vacation, 11 paid holidays, 403(b) retirement plan with generous employer contribution, low-deductible medical and dental insurance currently offered at 100% of premium paid for employees and 50% of premium paid for employee dependents, and medical, parental/adoption, and sabbatical leave.

Baltimore Yearly Meeting

of the Religious Society of Friends

What Else You Should Know

Baltimore Yearly Meeting does not discriminate in hiring based on race, sex, gender, sexual orientation, disability, marital status, age, or national origin. We encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

In accordance with BYM's Child Safety Policy, a background check conducted by BYM is required for employment. Past offenses involving children are disqualifications for this position. BYM recognizes the injustices in the criminal legal system and believes in second chances. Returning and returned citizens, whose offenses did not involve children, are welcome applicants. Individuals with convictions related to financial crimes will be considered on a case-by-case basis.

Who We Are

Baltimore Yearly Meeting builds and nurtures a strong and vibrant Quaker community across the southern Mid-Atlantic. We seek to build community, grow in the life of the Spirit, discern right action, and bear witness in the world. In addition, BYM serves as the point of connection and collaboration for Friends working on a wide range of social justice issues. BYM includes Quaker meetings in parts of Virginia, Maryland, Pennsylvania, West Virginia and the District of Columbia. About 6,700 Friends of all ages, from 51 Monthly Meetings and local worshipping communities, make up BYM.

The BYM Office provides technical support to local Quaker Meetings and opportunities for Quakers in our region to work, play, serve, learn, and grow spiritually. We provide a range of programming throughout the year and operate 4 summer camps that serve more than 500 campers annually. The work of BYM is carried out by 10 full-time staff and hundreds of volunteers.

How to Apply

Please send a resume and cover letter to HR@bym-rsf.org. Please put "Development Director Application" in the subject line.