



## **DEVELOPMENT ASSOCIATE JOB DESCRIPTION**

### **ROLE DESCRIPTION**

The Development Associate at Luther Park Bible Camp (LPBC) supports the organization's fundraising and donor engagement initiatives, ensuring alignment with its mission to foster a community of faith, love, and adventure. This position focuses on administrative and operational aspects of development, including donor relations, special events, database management, and communication activities. The Development Associate plays a critical role in enhancing the camp's financial sustainability and community presence.

### **PRIMARY RESPONSIBILITIES**

#### ***Fundraising & Donor Relations***

- Process donations and manage acknowledgment letters and correspondence promptly.
- Maintain accurate and organized donor records within the donor database.
- Assist in identifying and researching prospective donors, including individuals, foundations, and corporations.
- Prepare meeting profiles and strategy documents for executive director and program staff for major donor meetings
- Support cultivation and stewardship of donors through personalized communication and updates.

#### ***Special Events Coordination***

- Assist in planning and executing key fundraising events, such as the Quilt Auction, Donor Banquet, and Annual Golf Outing.
- Coordinate logistics, including guest lists, registration materials, and vendor relationships.
- Collaborate on event promotion via email campaigns, social media, and printed materials.

#### ***Marketing & Communications***

- Work with the Executive Director to draft compelling donor-focused content for newsletters, social media, and appeal letters.
- Participate in the maintenance of LPBC's online presence, updating social media platforms and our website with development related content.
- Participate in the creation of materials to promote giving programs such as LPBC Branches, planned giving, the LPBC Endowment Fund, and annual campaigns.

#### ***Database & Reporting***

- Ensure data integrity and accuracy within the donor database, tracking contributions and interactions.
- Generate donor and campaign reports to inform development strategies and track progress.

- Reconcile records with the finance team for accurate reporting and compliance.

### ***Administrative & Team Support***

- Provide support for the Executive Director and Board committees on development initiatives.
- Work with the Board Development Chair to prepare meeting agendas and materials for Growth & Development Committee meetings.
- Participate in organizational activities, fostering strong interdepartmental collaboration.

### ***Other Job Duties***

- Attend staff meetings as needed.
- Maintain clear and positive communication with all year-round camp staff.
- Participate enthusiastically when involved in camp activities, providing support and guidance to those assigned as leaders.
- Be flexible with the tasks required for the ministry, depending on the needs of Luther Park, which may include tasks other than those related strictly to the Job Description
- Prospecting and identifying potential board or committee members.
- Seek out ways to grow in your position with continuing education.
- Build relationships with key alumni, donors, congregations, and partner organizations.

## **QUALIFICATIONS**

- **Education:** Bachelor's degree in a related field (preferred) or equivalent professional experience.
- **Experience:** 2–3 years of experience in nonprofit development, marketing, or event coordination.
- **Required:**
  - Ability to learn donor database systems and Google Workspace.
  - Skilled in technology usage with proven experience in active use.
  - Strong verbal and written communication abilities.
  - Demonstrated organizational and time management skills, with attention to detail.
  - Ability to work both independently and collaboratively in a team-oriented environment.
- **Preferred:**
  - Knowledge of and passion for camp ministry and/or the Lutheran tradition.
  - Experience with social media management and marketing campaigns.
  - Ability to work in the office 2-3 days a week.
  - Love for camp and the church.
  - Event management

## **PHYSICAL REQUIREMENTS**

- Ability to sit for extended periods and perform computer-based tasks.
- Flexibility to travel locally for donor meetings or events.
- Willingness to participate in camp activities and events.

## **COMPENSATION & BENEFITS**

- The position of Development Associate is considered a salaried, full-time, year-round position.
- Salary Range \$45,000–\$55,000 annually, commensurate with experience.
- Three weeks of paid vacation for each of the first three years, four weeks per year after three years.
- Ten paid holidays—New Years Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve.
- Benefits include health insurance, retirement contributions, and sick leave.
- Access to meals when provided and use of camp vehicles or mileage for work-related travel.