



# Job Opening

## Emmanuel Gospel Center

44 Moultrie St.

Dorchester, MA 02124

[egc.org](http://egc.org)

## Development Manager

The Emmanuel Gospel Center (EGC) is looking for a Development Manager to join the EGC team as an emerging leader. EGC's mission is to strengthen Christian Leaders to serve urban communities. EGC takes time to learn how the city, the church, and their related systems are changing; we connect with the people involved to build strong working relationships; and we equip where it is most strategic, providing teaching, training, tools and resources for effective ministry.

Reporting to the Marketing Manager, the Development Manager works with the Development team (Communications Director, Grants Manager, Marketing Manager and at times the Executive Director) to help sustain and grow EGC's base of funding including individuals and churches, both for the General Fund and for all EGC programs and is responsible for managing the day-to-day operations of the Development department. The Development Manager works with the Development team to implement fundraising plans, track and manage donor relations, develop communications materials, and execute special events.

## ROLES & RESPONSIBILITIES

The Development Manager will report to the Marketing Manager and will be responsible for the following duties:

- Oversee the development department, providing support in the following areas:
- In Fundraising:
  - Manage production and distribution of fundraising materials
  - Learn and manage EGC's fundraising and CRM software
  - Communicate with donors and foundations to provide information about donations
  - Manage the production and execution of EGC fundraising events
- In Communications:
  - Ensure donor contact information and giving amounts remain up to date
  - Provide written content and manage production of newsletters, appeals, annual reports and other fundraising materials
- In Internal Support:
  - Create and maintain fundraiser budgets and donor information to support the fundraising efforts of EGC staff
  - Manage and organize the Development department's stationary materials and files on the EGC server
  - Lead Development meetings as well as provide input in other meetings related to fundraising

## **SKILLS & EXPERIENCE**

- Strong written and oral communicator who can convey information effectively
- Exceptional administrator with ability to successfully lead multiple concurrent projects
- Flexible team player who thrives in diverse environment and takes initiative
- Computer-literate performer with extensive proficiency in Microsoft Office; experience with Constant Contact, DonorPro and/or other CRM software is preferred
- Event coordinator with ability to execute logistics with finesse and grace.
- Highly analytical thinker who can identify, scrutinize, improve and streamline complex work processes.
- 3-5 years relevant experience in administrative, project management, fundraising or coordinating role

## **CRITICAL QUALITIES**

- Mature Christian faith, as defined by being an active member of a local church community, by agreement with the Apostles Creed, and by displaying the life of a Christian leader as described in 1 Timothy 3: 1-10
- Passion for EGC's mission, principles, and approach to ministry.
- Desire to see financial and relational resources grow in support of ministry
- Sees fundraising as ministry, a way to connect EGC's donors to God's story in Greater Boston

## TO APPLY

To apply, please submit a resume and cover letter to Caleb McCoy [cmccoy@egc.org](mailto:cmccoy@egc.org).

## PHYSICAL ENVIRONMENT

Currently, EGC's office at 44 Moultrie is partially open with most employees choosing to work from home full-time, and most of our team and staff meetings take place over Zoom, Miro or by phone. We have strict guidelines and protocols for those that do work in office and are committed to the safety and wellbeing of our entire staff. We are working on a reopening plan and anticipate moving to a hybrid model as more staff and constituents are vaccinated and as the pandemic (hopefully) settles down.