



**Position Title:** Development Manager

**Position Information/Duration:** Full-Time

**Salary Range:** \$65,000 - \$70,000

**Location and Position Type:** Remote with Central and Eastern Time Zone preferred

**Reports To:** Executive Director

### **About BWIM**

Baptist Women in Ministry is a nation-wide organization that equips Baptist women engaging in and pursuing ministry with sustaining resources and advocates for their full affirmation within Baptist life.

Though traditionally prohibited from serving in ministry and leadership roles in Baptist settings, Baptist women are increasingly sensing God's call to ministry and embracing their equality and value in God's beloved community. BWIM offers programs and services which create mentoring relationships, community and solidarity, and learning opportunities for women in ministry. Additionally, BWIM advocates for Baptist communities to reach theological understandings of women's equality and to engage in practices which create environments where women in ministry can thrive. BWIM partners with a variety of Baptist organizations and groups to achieve its vision of Baptist women being able to pursue and thrive in ministry in an inclusive Baptist world.

BWIM's primary office is in Waco, Texas, and the associate director lives in North Carolina. The organization will celebrate its 40<sup>th</sup> anniversary in 2023 and is in the process of engaging strategic identity work and planning as it imagines how to best serve and advocate for women in ministry among Baptists in a rapidly changing environment.

### **Position Overview:**

The Development Manager is a new full-time role on the Baptist Women in Ministry (BWIM) team and will be responsible for bringing both structure and innovation to our growing number of fundraising and communications activities. This role is both strategic and tactical, requiring the ability to think big while minding all the details. The Development Manager must be a savvy self-starter and project manager who is comfortable juggling multiple projects. This role will report to and work closely with the Executive Director (ED) on all projects.

### **Responsibilities:**

#### **DEVELOPMENT (75%)**

##### **Devise and Update Development Strategy**

- Work closely with the Executive Director (ED) to update existing development plan to accomplish organizational goals as they evolve
- Identify suspected revenue gaps and provide input on tactics to generate new leads

##### **Donor Development and Relations**

- Ensure a continuously robust opportunity pipeline big enough to hit growing annual revenue goals by actively managing individual prospects and current donors
- Research and design the moves management plans for all major donors/funders
- Research and design appeals and special campaigns
- Prepare all donor cultivation and solicitation materials by adapting messaging as needed relative to donors' particular interests and specific history with BWIM
- Manage portfolio of monthly donors to ensure timely and targeted stewardship

- Project manage the Executive Director's (ED) fundraising work, directing where and how best to spend her time and efforts on weekly, monthly, and quarterly basis

#### **Managing Grant Opportunities**

- Conduct prospect research to ensure BWIM has a robust pipeline of local, regional, and national grant opportunities to pursue
- Create and manage a grant calendar to track all upcoming applications and reports, collaborating with staff as needed

#### **Oversee Consistent and Creative Donor Stewardship**

- Manage the execution of BWIM's donor stewardship plan
- Think creatively about the donor stewardship plan and update it annually with new and meaningful ways to connect donors and foster a sense of community

#### **COMMUNICATIONS (25%)**

##### **Organize and Oversee External Organizational Communications**

- Work with ED to develop a communications calendar, content plan, and design and approval process that covers all social media and online and offline communications
- Lead initial drafting and design of all external communications and collateral
- Execute publication/distribution of online and offline external communications, including social media and newsletters

#### **About You**

##### **To be maximally successful in this role, you need to be:**

- A born project manager with a knack for working backwards from a deadline to create a plan
- Accustomed to working on multiple projects with different deadlines simultaneously
- A natural people person who appreciates that everyone has an important story to tell
- A dynamic, professional, and poised brand ambassador for BWIM
- A reliable and friendly communicator who reaches out and follows up
- A practiced public speaker who can think on your toes
- A stickler for details and quality
- A caretaker of sensitive information about donors, BWIM members and community, etc.
- A strong self-motivator
- A creative thinker willing to test out new ideas

##### **You need to have:**

- A Bachelor's degree and at least 3 years of nonprofit development experience
- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Outstanding written and verbal communication skills
- The ability to communicate easily, respectfully and sensitively with stakeholders of all ages, generations, ethnicities, and socio-economic backgrounds
- Enthusiasm to propose fresh ideas without prompting by leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life
- The ability to travel as needed for meetings and conferences
- A commitment to women's equality in religious spaces and an interest in learning about issues related women in Baptist life

**About Compensation and Benefits**

- Paid employee health insurance, life insurance, and disability
- 403(b) retirement plan through Ministers and Missionaries Benefits Board (MMBB)
- Paid time off for vacation, sick leave, and holidays

**To Apply**

Candidates should send the following to [hire@threadstrategies.com](mailto:hire@threadstrategies.com) with **BWIM Development Manager** in the subject line:

- Resume
- Cover letter containing salary range and available start date
- A writing sample that is authored solely by the candidate and relevant to fundraising work, such as an appeal letter or a follow-up email after a donor meeting