

Development & Membership

Director Job Description

The NAE Director of Development & Membership is a full-time exempt professional position. The Director of Development & Membership works collaboratively with all NAE staff to fulfill our mission to honor God by connecting and representing evangelical Christians in the United States.

The Director of Development & Membership creates, implements and reports on the donor and member development efforts of the National Association of Evangelicals.

Qualifications

- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at NAE.net)
- Member of the National Association of Evangelicals
- Regular attendance at an evangelical church and familiarity with the evangelical community
- Minimum of three years of professional development experience
- Self starter and ability to work with minimal supervision
- Strong communication skills and attention to detail
- Organizational and interpersonal skills
- Willingness to work as part of a team and flexibility to adjust to needs of a small office
- Capability and experience to fulfill responsibilities listed below

Responsibilities

- Creates, implements and reports on the NAE development and membership program
- Serves as a primary point of contact for current and prospective donors and members
- Creates and manages donor and membership correspondence
- Uses association database and membership software to effectively manage relationships with donors and members
- Plans, develops and executes strategies to obtain private donations — identifying, cultivating and soliciting major gift prospects (individuals, churches, nonprofits, corporations and foundations)
- Implements systematic efforts to identify, solicit, steward, maintain and upgrade annual giving donors
- Provides stewardship in recognition of donor philanthropy
- Identifies and utilizes resources including volunteers, staff, board, publications and online tools to identify linkage, ability and interest of major gift prospects
- Creates and implements development events
- Creates and manages annual and special campaigns
- Creates and implements a strategy for outreach to non-denominational churches, organizations and leaders
- Manages Regional Ambassadors program
- Travels on behalf of the NAE

Relationships

- The Director of Development & Membership reports to the Vice President & Chief Operating Officer
- The Director of Development & Membership coordinates with other NAE staff

The NAE is based in Washington, D.C., but remote work opportunities may be considered. Interested individuals should send a resume, cover letter and references to Search@NAE.net.