

DOES YOUR WORK MAKE A DIFFERENCE IN THE WORLD?

Now is a great time to join the Orthodox Christian Mission Center. Get all the benefits of applying your professional talents in an Orthodox Christian missionary based non-profit that reaches throughout the world, changing lives and saving souls. Your creativity and energy are what we need! We are currently seeking to fill the positions of Development Director and Events and Ambassador Coordinator.

Make a difference in the world today and send your resume to missions@ocmc.org, attention Fr. Martin Ritsi. Job descriptions follow:

OCMC Director of Development

As **Development Director** you will lead development initiatives, manage all department staff and fundraising activities, as well as work with and develop a high-level personal portfolio.

- Salary Range: \$90,000 - \$125,000.
- At least 5 years of prior Development Director experience is required.
- Position is located in St. Augustine, Florida.

About this Role:

To support our mission, OCMC seeks to hire a Director of Development. This full-time position will lead fundraising success across a broad portfolio of OCMC donors and supporters. This is a leadership position, responsible for results and for effectively leading and managing OCMC staff, resources and assets to achieve these goals.

Primary Responsibilities:

- Plan and execute a comprehensive advancement program that includes the identification, cultivation, solicitation and stewardship of all donors for annual giving, major gifts, and capital/endowment campaigns
- Develop Strategy and Fundraising Plans that will achieve growth goals and include specific approaches for the portfolio's segments
- Manage a personal portfolio of 100 to 125 individual donor prospects.
- Manage foundation relations including research, grant proposal writing, and stewardship.
- Lead and manage fundraising and marketing/communication staff, fundraising resources, brand assets, event planning, and donor recognition
- Obtain approval from Executive Director (ED) for the team's plans and initiatives, coordinate with ED during execution and help arrange and support ED's fundraising activities
- Lead the organization in fundraising across broad donor classes, using traditional fundraising methods (e.g., direct mail) and newer approaches (e.g., social media)
- Ensure accuracy of donor data and fundraising metrics, and appropriately integrate information with Financial and Communications systems
- Oversee a prospect management process that supports the Board of Directors, the Executive Director, Mission Center Directors and Development staff.

Knowledge and Skills:

- Five to eight years of professional non-profit fundraising experience as Development Director with a proven track record of achieving results, including significant major leadership gifts and capital/endowment campaigns
- Bachelor's Degree and/or Graduate Degrees in relevant area of study preferred
- Experience managing a large portfolio of donors and achieving goals across the portfolio
- Experience managing other fundraising and marketing staff effectively
- Strong organizational skills and the ability to foster and manage internal and external key relationships are essential
- Basic knowledge of Orthodox Christian Church doctrines, tradition and culture, preferred
- Basic understanding of international mission ideologies and programs preferred
- Proven results in traditional and emerging fundraising techniques and communications
- Working knowledge of Raiser's Edge, preferred

Competencies:

- Strong interpersonal skills
- Able to work well with a wide variety of people, including other staff, board of directors, donors, missionaries, and church leaders and parishioners
- Exceptional communication skills
- Ability to understand dynamics of a national organization with multiple international operations

Certifications:

- CFRE certification not required but will be considered an asset.

Working Conditions:

- Stationed in OCMC's St. Augustine, FL Headquarters.
- Significant travel required (40% or more).
- Extensive typing and computer work required.

Summary:

- Classification: Exempt
- Reports to: Executive Director of OCMC
- Supervises: All Development Staff: Major Giving, Annual, Direct Mail, Events, and Marketing/Communications staff
- Based at OCMC headquarters in St. Augustine, Florida

Salary Range:

- \$90,000 - \$125,000

OCMC Events and Ambassador Coordinator

As **Events and Ambassador Coordinator** you will promote events through OCMC Ambassadors and volunteers throughout the country designed to develop awareness and raise support for all OCMC mission programs.

- Salary Range: \$40,000 - \$55,000.
- A relevant college degree or experience in events or fundraising.
- Position is located in St. Augustine, Florida.

About this Role:

Supports the success of OCMC fundraising events. Works with Development Department staff Ambassadors and volunteer leadership to assist with planning, coordinating and implementing events designed to raise funds, volunteers and community awareness for all OCMC programs and services.

Primary Responsibilities:

- Will be point of contact for all events in support of OCMC, including large scale/premier events, galas, cultivation events and group visitations to OCMC.
- Assists with initiating, planning, implementation and production of all fundraising events, in support of OCMC, including vendor relationships, budgets, and event logistics.
- Develop the OCMC Ambassador program and grow the number of Ambassador volunteers and events.
- Provides administrative support and leadership to event chairs, Ambassadors and related committees. Support may include keeping records, preparing meeting notices and minutes, handling correspondence, meeting with event committees and maintaining master planning documents.
- Responsible for fundraising in conjunction with the Development department.
- Participates in the research and solicitation of new and existing donors and sponsors of events.
- Works with Communications and Marketing to develop materials related to events including external communications, printed event materials (including but not limited to invitations, brochures signage, programs, nametags, etc.) and event scripts.
- Maintains tracking of all event timelines, queries, attendee lists, and RSVPs/registrations in Raisers Edge data base software, as well as in other spreadsheets as required.
- Works at events as requested including preparation, set-up, event execution and tear-down.
- Represents OCMC at major conferences.
- Assists in performing regular administrative duties in a timely and efficient manner; including but not limited to recording and tracking vendor contracts and payments, reviewing and submitting event related invoices for payment, writing acknowledgement and thank you letters, assembling donor solicitation packets, creating and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters, and executing mass mailings.
- Represents OCMC in a positive manner with staff, donors, volunteers, and vendors.
- Perform other duties as required or assigned.

Knowledge and Skills:

- A relevant college degree or experience in events or fundraising.
- 1-3 years of events experience preferred in the nonprofit sector.
- Ability to relate well and work effectively with multiple constituencies and audiences – especially within the Orthodox community.
- Excellent verbal and written skills.
- Knowledge of office systems including Microsoft Office Suite, Excel, database software (Raiser’s Edge preferred).
- Highly organized and detail oriented with ability to juggle multiple timelines, activities, and marketing processes under minimal supervision.
- Must have an outgoing personality and enjoy working with a diverse group of people.
- Must have a solid understanding of numbers and ability to process event
- Willingness to travel to events and meetings frequently.
- Have or obtain a valid driver’s license for work related travel.

Working Conditions:

- Stationed in OCMC’s St. Augustine, FL Headquarters.
- Significant travel required.

Summary:

- Classification: Exempt
- Reports to: OCMC Development Director
- Based at OCMC headquarters in St. Augustine, Florida.

Salary Range:

- \$40,000 - \$55,000