

**DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)**  
630 Second Avenue, New York, N.Y. 10016 | [armenianchurch.us](http://armenianchurch.us)

**JOB DESCRIPTION**

**POSITION:** Director of Development

**PRIMARY FUNCTION:**

The Director of Development is the chief fundraising staff member for the Diocese of the Armenian Church of America. In collaboration with the Primate, Director of Administration and Operations, and Diocesan Council, the Director of Development plans and implements all fundraising strategies.

The Director is responsible for implementing all fundraising initiatives including the annual appeal, other campaigns, major gifts, and planned giving—working with pastors, parishes and parish leadership to accomplish local and Diocesan goals. This position manages and oversees the use of fundraising software; analyzes and reports data; participates in the design and execution of special events; leverages social media technology where appropriate.

The Director of Development maintains an active donor recognition and stewardship program to assure accountability and extend relationships with funders. The Director of Development will identify, cultivate and solicit major gift prospects in partnership with the Council to achieve the fundraising goals of the Diocese.

The Director will also assist parishes in developing annual stewardship programs that encourage gifts of time, talent and treasure. This position will collaborate with the ACEF Board and staff to build endowed funds and planned giving programs.

The Director of Development reports directly to the Director of Administration and Operations and interfaces with members of the Diocesan Council on fundraising matters.

**POSITION RESPONSIBILITIES:**

*Leadership and Planning*

- Actively work with the Primate, Director of Administration and Operations and Diocesan Council to create a comprehensive development plan for the cultivation and solicitation of support from individuals within the Diocese.
- Craft a major donor campaign that begins with the Council and Council members' networks.
- Participate in planning and executing special events (including donor recognition opportunities) with staff and volunteers.
- Engage clergy, parish leadership and lay leaders in Diocesan-wide efforts, specifically the Annual Appeal.

*Research, Cultivation and Solicitation*

- Research prospects and establish priorities for solicitation.
- Manage and execute strategies for cultivating and soliciting donations.
- Either directly, or in conjunction with Council members, maintain ongoing relationships with major donors.
- Implement plans for maintaining a large base of small, annual individual donors.
- Work to raise the giving levels of all donors.

*Operations*

- Assure that databases are properly managed and current. Identify and recommend fundraising software.
- Monitor all donor information and provide statistical analyses for the Council.

### *Stewardship and Reporting*

- Develop and implement a stewardship program to recognize philanthropy, assure accountability to supporters, and cultivate deeper ties with donors. Advise parishes on doing the same.
- Monitor and report regularly on the progress of the development program. Report use of funds and impact of gifts to all donors.

### *Support to Primate and Diocesan Council*

- Support the Council in identifying and soliciting gift prospects. Coordinate visits with supporters or prospects during Primate's parish visitations.
- Help to increase the Council's fundraising capacity.

### *Review and Revise these Existing Programs*

- *Diocesan Annual Appeal*: The primary source of annual income for Diocesan programs and ministries of the Diocese benefitting parishes.
- *Restricted Endowments*: Build support and endowed funds of specific programs and ministries.
- *Parish Stewardship*: Guide parish leader to establish and build annual stewardship programs that encourage gifts of time, talent and treasure.
- *Endowed Funds*: Collaborate with ACEF board and key volunteer leadership to (a) establish and build endowed funds with individuals and parishes, (b) build membership in the *Legacy Society of Giving*, (c) cultivate and recognize donors.
- *Staff and Volunteers*: Recruit, train, manage, supervise and acknowledge.
- *Internet and Social Media*: Utilize these forms of communication to broaden potential donor base.
- *Planned Giving*: Design and implement Diocesan-wide planned giving program to include among its elements: Wills and Bequests, Gifts of Appreciated Securities, and Charitable Remainder Trusts.

### **QUALIFICATIONS:**

- A Bachelor's degree, advanced degree preferred.
- Significant record of success in fundraising, including the demonstrated ability to solicit and close major gifts from individuals.
- Knowledge of and strong commitment to the Armenian Church. Knowledge of Armenian language a plus.
- Excellent interpersonal, verbal and written communications skills.
- Experience with fundraising database software a plus.
- Ability to understand the role of individuals and groups in philanthropy and the ability to manage complex organizational detail.
- Ability to take on responsibility, work independently, and be flexible in a changing environment
- Maintain and encourage confidentiality at all times.
- Some domestic travel required.

\*\*\*

*Qualified applicants should send resume and cover letter to the Office of the Primate,  
Diocese of the Armenian Church of America (Eastern), at the e-mail address:*

[prmoff@armeniandiocese.org](mailto:prmoff@armeniandiocese.org).

*Please use the subject line:  
"Director of Development Applicant"*

###