



National Association of Congregational
Christian Churches
Oak Creek, Wisconsin

DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS

The National Association of Congregational Christian Churches (NACCC) is a non-profit organization comprising 300 diverse Congregational churches throughout the United States. The NACCC supports its membership by providing resources and fellowship opportunities, encouraging connectivity through the exchange of ideas and practices. In the spirit of Congregationalism, the NACCC works to serve humanity, supporting global missions.

NACCC and CF (Congregational Foundation) are looking for a **DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS** who will report to the Executive Director. The role is based out of the Oak Creek, Wisconsin location.

The Director of Development and Communications will oversee all aspects of fundraising and communications by the NACCC and CF, including collaborating with staff and volunteer leadership to plan and implement effective fundraising strategies, events, and communications involving member churches of the NACCC and other stakeholders, ministry partners, and affiliated organizations.

Essential Job Functions:

To raise funds for the operational, programmatic and future objectives of the NACCC and the Foundation, and execute a comprehensive communications strategy to meet the changing needs of the organizations and their constituents.

- Establish development/fundraising goals and plans to implement them effectively while meeting organizational directives, budget, and mission statement.
- Provide direction and support for staff and volunteers involved in development efforts.
- Actively participate in regular meetings with NACCC and Foundation Boards of Directors.
- Oversee all fundraising activities to ensure greatest revenue potential.
 - Lead initiatives in donor prospecting, cultivation, solicitation, gift procurement and planned giving.
 - Cultivate community relationships to enhance the visibility of the NACCC.
 - Supervise and coordinate procedures involved in grant applications to guarantee appropriate content and deadline requirements.
- Develop and coordinate NACCC and CF communication strategies.
 - Provide communication assistance and guidance to NACCC and CF leadership.
 - Collaborate with staff to maintain consistent brand message, and other marketing goals.
 - Direct all publications through multiple media outlets to increase visibility and enhance associational image.
 - Maintain relationships with ministerial and lay leadership at member churches in 36 states.
- Manage development and communications staff and participate in the selection and placement of new hires.
- Perform other related duties as assigned by Executive Director or the CF Board of Governors.

Knowledge, Skills and Abilities:

- Knowledge of various development initiatives (within a non-profit) including annual appeals, membership, major and planned gifts, volunteer management, computerized information systems, and the ability to lead these various events/areas creatively and professionally. Experience with *Bloomerang* a plus.
- Excellent interpersonal and leadership skills to:
 - Build, cultivate, and sustain partnerships with individuals who financially support the mission and work of the NACCC and the CF.
 - Establish and nurture a positive work environment motivating multiple, diverse groups to collaborate successfully towards achievement of shared goals and objectives.
- Strong communication skills, both written and verbal, to create, implement and oversee all forms of communication (internal, external, online, presentations, reports, media) which effectively describe and promote the organization and its mission. Act as public face of organization.
- Experience with budget management (involving more than one program) to ensure that operational costs adhere to approved guidelines.
- Successful candidate will possess a sincere, engaging personality to connect with diverse populations; a creative and strategic thinker; a motivational leader; a composed, timely problem solver, and a commitment to the support of the NACCC's mission.

Experience and Qualifications:

- Minimum Bachelor's degree; preferred Master's degree in business or communications.
- Experience (6- 8 years) in development and communication management preferably within a non-profit arena.
- Proven ability to successfully lead teams and initiatives, and collaborate effectively across multiple groups.

Work/Physical Requirements:

- Ability to speak publicly in support of the NACCC's mission.
- In-person attendance is required.
- Must be able to travel (10-20%) out of town using private, rental, and public transportation.
- Ability to operate standard office equipment (computer, printer, phone, calculator); remain in a stationary position more than 50% of the day; regularly move about office to access files, office machinery, etc.
- This is a full-time, exempt-salaried position. Evaluation and compensation will be reviewed annually by the Executive Director in consultation with the Personnel and Administration Committee. The NACCC supports a small, close-knit staff, is attentive to work/life balance and offers a competitive benefits package.

Salary:

Commensurate with experience; \$75,000 - \$85,000

NACCC is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, genetic factors, military/veteran status or other characteristics protected by law.

This position description is subject to change at any time.

TO APPLY: Email cover letter and resume to director@nacc.org. Review of applications will begin immediately. Applications will be accepted until position is filled.