



# DEVELOPMENT DIRECTOR

20hrs/wk (with opportunity for growth) / Flexible hours / No benefits

Preferably located in the mid-Atlantic region (MD, PA, VA, DC)

The Banquet Network was started in 2017 to **inspire, equip, and resource** churches to include people with disabilities. Reporting to the Board of Directors, the Development Director will be a highly energetic, passionate, and self-starting individual who will catalyze growth for a startup non-profit. The Development Director will be responsible for developing, and implementing a fundraising plan to meet fundraising goals.

## RESPONSIBILITIES

- Develop and expand local and national revenue-generating and fundraising activities to support existing and future program operations.
- Develop and execute annual fundraising plan to meet fundraising goals.
- Prepare and present regular reports on progress toward fundraising goals.
- Plan and execute fundraising events as needed.
- Manage grant writing and identification of new grant opportunities.
- Generate donor communications and annual report.
- Assist in the creation of print, digital, and social media content.
- Network and maintain regular correspondence with donors.
- Build partnerships with like-minded organizations that will lead to revenue growth.

## QUALIFICATIONS

The candidate will be thoroughly committed to The Banquet Network's mission and values. All candidates must demonstrate a mature Christian faith, good standing and involvement in a local church, and a demonstrated commitment to disability inclusion. All candidates should have proven success with fundraising with Individual donors and grants.

## SPECIFIC REQUIREMENTS INCLUDE

- Passionate, accountable, positive, mission-driven, and self-directed.
- Ability to set and achieve strategic objectives.
- Applied understanding of basic fundraising principles and development best practices.
- Strong prospect identification and qualification skills.
- Excellent writing, editing, and proofreading abilities.
- Strong interpersonal, verbal communication, and presentation skills.
- Working knowledge of Microsoft Office (Excel, Outlook).
- Experience with online fundraising, email marketing, and internet research.

Prior to applying, all applicants must review our Doctrinal Statement, Mission Statement, and Values and be in agreement with both.

*Interested applicants should send a resume and cover letter to [info@thebanquetnetwork.com](mailto:info@thebanquetnetwork.com)*

6570 Dobbin Rd, Columbia, MD 21045 / [THEBANQUETNETWORK.COM](http://THEBANQUETNETWORK.COM)