

Camp Roger Camp Scottie

Camp Roger Job Description Annual Fund Associate

Job Summary: The Annual Fund Associate is responsible for creating and implementing campaign strategies that support the operational budget and long-term sustainability of Camp Roger's ministry. An ability to empathize with donors and clearly communicate Camp Roger's mission is key, as well as the ability to help our donors accomplish their philanthropic goals and ambitions through a positive, sustaining relationship with our ministry.

Camp Roger's Faith Statement:

At Camp Roger, we believe that Christians share the following core beliefs and convictions:

1. **First**, that there is one true God who is made known to his creation through the person of the Trinity: The Father who created us, Jesus Christ the Son who died for us, and the Holy Spirit who guides us.
2. **Second**, that the Bible is the true and inspired Word of God, revealing God's character and redemptive story of his creation.
3. **Third**, that God's worldwide church, which includes all Christians, has been called and equipped to co-labor with Christ in building the kingdom on earth.

As a diverse group of Christians, we seek to live in order to find our center in Christ for the purpose of serving God together. We commit to working in the same direction together, orienting ourselves toward Christ in all things.

Staff Cultural Characteristics:

1. Growth mindset
2. Christ-centered life
3. Humility
4. Pursues unity and reconciliation
5. Loves and cares for others

Responsibilities:

1. Creates and implements campaign strategies that support the operational budget and long-term sustainability of Camp's ministry. Strategies are inclusive of but not limited to:
 - Annual Campaign
 - Acorn Fund Campaign
 - Special Event Campaigns
 - Monthly Giving Campaign
2. Manages and enhances existing donor thank you process ensuring donors are meaningfully recognized in a timely manner.
3. Takes the lead in planning and implementing a minimum of one fundraising event and one stewardship event per year. Supports additional fundraising and stewardship events throughout the year.
4. In collaboration with the advancement team, helps grow the development program through new and creative ideas.

Responsible to: Associate Director

Member of: Year-Round Staff, Advancement Team

Requirements:

1. Believes that fundraising is a rich way to minister to others; sharing how humans are the hands and feet of God, helping to build His kingdom on earth.
2. Agrees to sign and strive to live up to the standards outlined in Camp Roger's Faith and Life Covenant (located at CampRoger.org/about).
3. This is an hourly position averaging 30 hours per week, requiring some evening and weekend work.
4. Ability to lift 20 lbs.
5. Working knowledge of Office 365.
6. Willing to learn Camp Roger's existing database management software program – Camp Brain.
7. Previous work experience managing and building relationships through excellent verbal, electronic, and written communication.
8. Annual fundraising and event planning knowledge preferred.
9. Attention to detail with strong organizational skills.
10. Discretion in handling confidential information.
11. Ability to develop authentic relationships with team members, donors, and volunteers.

Compensation and Benefits:

1. This is an hourly position averaging 30 hours per week requiring some evening and weekend work.
2. Pay range is \$18 - \$20 per hour with overtime compensated at a 1.5 times hourly rate after 40 hours.
3. Simple IRA with company match up to 3%.
4. PTO (Personal Time Off) = 5 personal days, plus 7 holiday days per year.
5. Employee Assistance Plan through Pine Rest.
6. Facility rental discount.
7. Summer camp discounts.

BIPOC applicants are encouraged to apply.

To Apply:

1. Send a short cover letter detailing your interest and qualifications along with your resume and three personal and/or professional character references to Donna Messina at donna@camproger.org.
2. Interviews will be conducted as applications are received.