



Job Posting

Development Director

Paxton Ministries is an interdenominational Christian community of homes, providing long-term housing and support to adults struggling with mental illness, intellectual disabilities, and poverty. We accept residents regardless of their ability to pay, and help them live as independently as possible. Paxton Ministries offers a supportive-family-like home, where people are treated with compassion, dignity, and respect.

Job Description:

The Director of Development works closely with the Executive Director as well as the Board Development and Public Relations Committee to develop and execute the strategy to meet the needs of the organization. This includes responsibility for annual giving, planned giving, donor relationships, grants, special events, and increasing awareness of Paxton Ministries in the Harrisburg area. The Director of Development is part of the leadership team at Paxton Ministries, actively participating in setting policies and direction for the organization.

It will be important for the successful candidate to develop strong relationships with our current donors, while also increasing our donor base. He/she must have skills in cultivating those relationships and soliciting annual and major gifts. In addition, the Director of Development is responsible for all mass communications to include appeals, newsletters, and the annual report. He/she must clearly articulate the mission of Paxton Ministries in the wider community.

Requirements:

Bachelor's degree is required; additional education or certification in fundraising is desired. Preference will be given to a candidate with a minimum of 3 years fundraising experience. The position requires strong organizational skills, as well as proven expertise in writing and public speaking. Candidate must show strong interpersonal skills and ability to supervise other staff. He/she must have a heart for helping people in need, and support our mission to provide "housing, help, and healing in the name of Christ".

Please direct cover letter and resume about this position to: (Deadline: December 2nd)

Jose Garcia, HR Mgr.
Paxton Street Home (Paxton Ministries)
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