



## **JOB ANNOUNCEMENT**

### **Director of Development**

**Full-time, Year-round**

***Applications accepted until filled. To apply and/or for questions - email resume and cover letter to:***  
[dyoung@zephyrpoint.org](mailto:dyoung@zephyrpoint.org)

Zephyr Point Presbyterian Conference Center, located on 24 acres on the east shore of Lake Tahoe, will mark 100 years of ministry in 2024. From its humble beginnings holding Youth Conferences tent camping by the lake, Zephyr Point is today a modern Camp and Conference Center hosting over 25,000 guests per year. Two fully equipped Conference Centers with 102 hotel style rooms, two dormitory style facilities, and over 40 rustic cabins comprise our lodging options for retreats, gatherings, and getaways of almost any size. Alongside the hosting of retreats, Zephyr Point has a diverse offering of year round Programs for Adults, and an 8 week Summer Camp Program for Youth.

If you can get excited about Zephyr Point's Mission/Vision/Values, would like to be part of a dynamic leadership team, have a passion for the outdoors and the experience to lead our Business and Donor Development efforts, this position may be for you!

**TITLE:** Director of Development

**SUMMARY:** The Director of Development will provide leadership for the Zephyr Point Development Department, coordinating all Donor and Business Development efforts.

**COMPENSATION:** \$60-80k DOE, with on-campus housing provided; full benefit package including medical and retirement benefits through the PC(USA) Board of Pensions

**STATUS:** Full-time

**CLASSIFICATION:** Exempt

**SUPERVISOR:** Executive Director

**DIRECT REPORTS:** Senior Engagement Associate; Communications and Marketing Manager

**QUALIFICATIONS:** Bachelor's degree required; Graduate degree in related field desired. Minimum 5 years fundraising experience, and at least 3 years management experience in sales, marketing, or public relations.

***For full job description, see next page. To apply: [Join our Team - Zephyr Point](#) or contact [dyoung@zephyrpoint.org](mailto:dyoung@zephyrpoint.org)***



# Director of Development

---

## POSITION DESCRIPTION

**ESSENTIAL FUNCTIONS** The Director of Development provides leadership for the Zephyr Point Development Department, coordinating all Donor and Business Development efforts. The Director will design and implement a comprehensive donor relations program to achieve fundraising outcomes, capital fund objectives, and constituent involvement. The Director will design and implement marketing strategies that will maximize Conference bookings, Cabin rentals, participation in Zephyr Point Programs, as well as increase on-site sales opportunities and other ancillary revenue streams.

**SALARY RANGE:** \$60-80k with on-campus housing provided; full benefit package including medical and retirement benefits through the PC(USA) Board of Pensions.

**STATUS:** Full-time

**CLASSIFICATION:** Exempt

**SUPERVISOR:** Executive Director

**DIRECT REPORTS:** Senior Engagement Associate; Communications & Marketing Manager

## DUTIES AND RESPONSIBILITIES:

- A. Lead the Development Team to strengthen the Zephyr Point brand, bringing cohesion to all marketing and communication efforts, including the design and development of Zephyr Point promotional materials.
- B. Coordinate and support the creation and implementation of all external communications including the website, social media, and all marketing materials.
- C. Design and implement fundraising strategies for Zephyr Point Presbyterian Conference Center, including the Annual Campaign, Capital Campaigns, and Planned Giving Programs.
- D. Lead, evaluate, and oversee systems for the maintenance, research, and reporting of donor activity, including methods and frequency of communication.
- E. Identify, cultivate, and manage a portfolio of current and prospective donors, soliciting Planned and Major Gifts.
- F. Provide support for Human Resources as needed and directed, including the coordination of internal communications among Zephyr Point staff.
- G. Serve as primary liaison to the Zephyr Point Board of Directors Development Committee.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- A. A deep commitment to the ministry and mission of ZPPCC. Supportive of Zephyr Point's philosophy and objectives.
- B. Ability to maintain/strengthen good working relationships with staff, Board, guests, and community.
- C. Possession of good communication skills and personality conducive to public relations and fundraising
- D. Excellent skills in planning, organizing, directing, and managing.
- E. Good sense of efficiency and delegation of work assignments.
- F. Courageous, creative, flexible, and optimistic personality.
- G. Ability to ask for money and teach others to do the same.
- H. Excellent oral and written communication skills, as well as the ability to interact professionally, courteously, and effectively with individuals of diverse backgrounds at all levels.
- I. Ability to work independently and efficiently, to maintain a flexible schedule, including weekends, weekdays, and holidays in a busy environment with constant interruptions.

## **QUALIFICATIONS:**

- A. Bachelor's degree required. Graduate degree in related field desired.
- B. Minimum of 5 years fundraising experience, and at least 3 years management experience preferably in sales, marketing, and/or public relations.
- C. Intimate knowledge of and familiarity with the PC(USA). Demonstrated leadership within the PC(USA) desired.
- D. Proficiency in standard office software platforms including database management and Microsoft Excel, Outlook, and Word. Knowledge of various Donor Management systems.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

Physical demands and work environment characteristics including, but not limited to, lifting/moving up to 25 pounds, walking on unstable grounds up to 1 mile, and exposure to variable seasonal weather conditions, moving machinery, and moderate noise are representative of those that may be required of an employee to successfully perform the essential functions of this job.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

*Other duties may be assigned. Should such duties become routine, the job description will be reviewed and revised.*

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_