



Memorial Drive Ministries (MDM) envisions the end of disconnectedness for refugees and the multicultural community of Clarkston. Located in the most diverse square mile in America due to decades of welcoming those fleeing persecution, MDM fosters diverse Christian worship, innovative social services, and transformative relationships by offering a shared space for multiple Onsite Partners: congregations, nonprofits, recreation groups, and community organizations that serve our new neighbors. MDM provides welcoming space, develops capacity-expanding community, and convenes critical conversations to help us all grow better connected to God, one another, and creation.

Title: Director of Advancement (part-time)

Goal: In support of MDM's vision, mission, community, and campus; the Director of Advancement will engage external supporters of MDM, grow MDM's base of relational and material support, and generate increased donated income for MDM. The Director of Advancement will collaborate as a team with the Executive Director, Facilities Manager, Custodian, Contract Bookkeeper, and Administrative Manager as well as Onsite Partners, MDM Board Members, volunteers, and others.

Key Areas of Responsibility and Duties

Fundraising

- Develop relationships with donors
- Take MDM "On the Road" by attending marketing / tabling events, speaking in front of audiences, presenting on MDM, and representing MDM at the annual fundraiser, New Americans Celebration, World Refugee Day, and other annual events
- Collaborate with Executive Director on mailers, grant-writing, end of year appeal, & annual report
- Grow the pool of monthly donors, tracking contacts in Bloomerang
- Develop a robust and personal gratitude program for thanking donors

Events

- Create new onsite programming that invites donors and supporters onto campus for refugee-oriented education and engagement
- Manage regular volunteer opportunities & workdays each year (serving over 100 volunteers / year), including managing the onsite Community Garden
- Manage at least 4 donation drives / year
- Regularly attend onsite partners meetings, onsite worship services as able, and other venues to get proximate to Onsite Partner community
- Open and close for occasional Onsite events as needed

Marketing & Communications

- Generate regular marketing content and promotional materials for MDM
- Develop MDM's social media presence on LinkedIn and Instagram
- Create and send Mailchimp emails monthly and schedule Facebook posts weekly
- Take lead on updating the MDM website
- Take pictures as needed

Other Duties as Assigned



Core Competencies and Necessary Skills/Traits

- Mission Ownership, Spiritual Maturity, & Social Witness
- Professionalism & Fundraising
- Volunteer & Process Management
- Verbal, Written, Interpersonal, & Closed-Loop Communication Skills
- Creativity, Initiative, & Ability to Self-Start
- Time Management, Priority Setting, & Attention to Detail
- Integrity, Punctual, Diligent, Responsible, Trustworthy, Flexible, Discerning, & Team-Oriented
- Able to consistently meet others, including across lines of difference, in a spirit of respect, charity, openness, and kindness

Desired Qualifications

- Bachelor's degree from an accredited college or university
- Previous experience in nonprofit environments, in particular with fundraising, development, and grant-writing
- Firsthand experience and demonstrated success navigating diverse environments, especially refugee/immigrant contexts
- Proficient in digital literacy, social media, & computer skills, especially Email and Microsoft Office (Word, Excel, PowerPoint, Outlook, Outlook Calendar, OneDrive, SharePoint, Gmail, Google Drive, etc.)
- Knowledge of QuickBooks Online & Bloomerang and/or other CRMs or donor management software

Offer Details

- 20 hours per week
- A mix of remote and onsite work allowed but at least 10 hours every week should be on campus. And every Tuesday is required to be on campus for at least 5 hours of the day
- Annual Salary of \$29,000
- 6% 403b retirement employer contribution
- Dental and Vision benefits offered upon hire
- 3 weeks PTO annually (Equivalent of 60 hours), plus MDM's observed holidays off
- Continuing Education Allowance of 1 week (20 hours) and \$500 of Continuing Education credit
- Report to the Executive Director (and President of the MDM Board in periods when MDM Executive Director is unavailable) with Annual Performance Review

Application Instructions

- Send resume, cover letter, and contact information of two references to: jobs@mdmatl.org