



## **JOB DESCRIPTION**

**POSITION TITLE:** Director of Development  
**REPORTS TO:** Chief Executive Officer  
**WAGE AND BENEFITS:** \$56,000 – \$66,000 annual salary dependent on experience and 100% EUMA paid health, dental, and vision insurance; short and long-term disability and life insurance; and an employee assistance program available to you and all those living in your household. Relocation assistance is available for those moving to Crawford or Erie Counties from outside the region.  
**LOCATION:** Erie, PA

## **ABOUT EUMA**

For nearly 140 years, EUMA (Erie United Methodist Alliance, Inc.) and our predecessor ministries have worked to care for our neighbors in need. Today, with your help, EUMA is *ending homelessness in Northwest Pennsylvania by making it rare, brief, and one-time—as Jesus would.*

EUMA seeks a donor-centered **Director of Development (DoD)** to sustain and grow EUMA’s private fundraising initiatives while deepening connections within our generous community of supporters.

## **ROLE OVERVIEW**

The Director of Development will partner closely with the CEO and collaborate across leadership and board stakeholders to lead all contributed income programs and donor relations. This includes EUMA’s annual fund, monthly and corporate giving programs, special events, major gifts and planned giving. S/he will tell the story of lives changed through EUMA’s work and cultivate volunteers in communities of faith and others. Your job? Grow the hearts of givers by creating opportunities for the community to pray, give and engage that all work together to end homelessness.

### **Fund Development**

- Formulate key performance indicators and manage EUMA’s private fundraising activities
- Lead all private fundraising initiatives and meet or exceed established financial goals
- Drive annual budget recommendations related to fundraising and donor development
- Cultivate and steward relationships with major donors, faith communities, organizations, and corporations
- Design and execute planned giving and monthly giving campaigns
- Execute stellar donor gift management including data entry, donor database, fundraising reporting, and gift recognition
- Manage all aspects of EUMA’s donor management software

### **Public Relations & Events**

- Oversee community outreach, and fundraising events

- Lead creation of communications, newsletters, and the annual report
- Coach internal leaders on effective public communication
- Ensure unified brand presence across all platforms
- Effectively use event platforms like QGiv, Blackbaud and other tools

### **Marketing & Communications**

- Develop and implement EUMA’s marketing strategies including all social media
- Maintain consistency in corporate identity and messaging
- Align advertising and promotional campaigns with fundraising objectives
- Manage website and supporting electronic communications platforms

### **Leadership & Team Building**

- Supervise and mentor staff and volunteers in development and communications
- Lead hiring and training efforts to support the team’s long-term success.

### **Qualifications**

- Minimum 2-4 years of relevant experience in development, marketing, or fundraising
- Proven track record of managing successful philanthropic campaigns
- Exceptional verbal and written communication skills
- Leadership experience with ability to inspire others
- CFRE certification preferred but not required
- Must be able to take direction and work independently and occasional evenings and weekends
- In word and deed, project a positive and professional team approach to your work
- Able to winsomely communicate orally and in writing

### **Physical & Emotional Requirements**

This role is active with frequent travel to meet with partners, donors, programs scattered across two counties and event set up. Emotional resilience is key, as our team serves individuals facing housing insecurity, trauma, and significant life challenges.

### **Equal Opportunity Employer**

EUMA does not discriminate based on race, color, national origin, sex, age, disability, or genetic information. We’re committed to a diverse and inclusive workforce including those with lived experience.

**Apply** | Submit a cover letter and resume’ to [HR@EUMA-Erie.org](mailto:HR@EUMA-Erie.org) or mail to: **EUMA, Human Resources** 728 W. 9th Street Erie, PA 16502

Learn more about EUMA at [www.EUMA-Erie.org](http://www.EUMA-Erie.org)  
or follow us on Facebook at “Erie United Methodist Alliance”