



**NEW HOPE**  
COMMUNITY MINISTRIES

**WE ARE HIRING!**

## **DONOR ENGAGEMENT DIRECTOR**

### **Description:**

The Donor Engagement Director (DED) will prospect, cultivate, and steward relationships with new and current mid-level to major donors in order to raise more revenue, catalyzing the growth of New Hope's ministries and mission.

### **Requirements:**

- People-oriented
- Proven Communicator
- Passion for New Hope's mission
- Keen Listener
- Organization skills
- Strong Self-motivator

**Please send your resume:**

[Michele@newhopecmnj.org](mailto:Michele@newhopecmnj.org)

Subject: Donor Engagement Director

Through Christ's love, New Hope empowers families to break through cycles of poverty and create a flourishing community.



## ***Donor Engagement Director***

**New Hope Community Ministries  
331 North 11th Street  
Prospect Park, NJ 07508**

### **JOB DESCRIPTION**

*The Donor Engagement Director (DED) will prospect, cultivate, and steward relationships with new and current mid-level to major donors in order to raise more revenue, catalyzing the growth of New Hope's ministries and mission. The majority of the DED's time will be spent meeting and communicating with donors outside the office. The position requires strong relational skills, a heart for New Hope's mission, and an aptitude for making direct fundraising requests. This position can be either part-time or full-time.*

### **Responsibilities**

- Visit with eight donors per week, developing relationships and requesting funds when appropriate
- Attend local social clubs, cultivating long-term relationships with current and potential ministry partners
- Engage with local churches, making presentations and raising awareness of New Hope's impact
- Regularly write personal thank you notes and make phone calls to show appreciation to New Hope donors
- Facilitate tours for interested donors
- Collaborate in fundraising event coordination with Executive Director and Development Manager, recruiting guests and sponsors as needed
- Forge new relationships with prospective donors, connecting them with New Hope's mission, volunteer opportunities, and staff members
- Participate in the Board Development Committee meetings
- Engage Board of Directors as appropriate to facilitate new relationships with potential New Hope partners
- In concert with the Executive Director, establish an annual mutually agreed upon performance metric that is realistic and measurable.
- Assist in the development of the annual donor development plan
- Attend weekly staff meetings
- Meet weekly with Executive Director
- Participate in annual strategic planning retreat

## **Requirements**

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## **Working Agreement**

- Full-time or Part-time position
- Hybrid schedule
- Upon hiring, full-time employees are eligible for 10 PTO Days.
- Mileage reimbursement based on IRS rate
- Compensation commensurate with experience



## BENEFITS-AT-A-GLANCE

Thank you for considering New Hope Community Ministries in your employment search. New Hope Community Ministries employee benefits program offers a broad range of plans designed to meet your needs for healthcare. As an employee of New Hope Community Ministries, you would be eligible for benefits on your start date, there is no waiting period.

### Benefits Coverage:

- OMNIA Health Plus High Plan
- Horizon Family Grins Dental
- Employer pays 90% of their plan based on quote provided by provider.
- Life Insurance
- OCA Account Yearly Employer Contributions
  - \$500 Single
  - \$750 Couple
  - \$1,000 Family

### Full Time Personal Time Off:

- Upon hiring, employees are eligible for 10 PTO Days.
- After 1 year of service, employees are eligible for 15 PTO Days.
- After 3 years of service, employees are eligible for 20 PTO Days.
- After 5 years of service, employees are eligible for 25 PTO Days.



### Observed Paid Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

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