



Metropolitan New York Synod

Evangelical Lutheran Church in America

Position Description: Director of Development

Reports to: Bishop and Chief of Staff

Status: Full-time salaried

Summary: The Director of Development works to help the Metropolitan Synod of the ELCA achieve its financial goals. This position will focus on developing and cultivating deeper relationships with the churches, individuals, and other organizations who financially support the ministries and projects of the Metropolitan New York Synod.

Rationale:

The Metropolitan New York Synod needs to build its endowment from the current 70M to 100M. Stewardship and understanding that the way we use our money reflects both a spiritual commitment and act of worship ground this position in the Gospel-mandate to be generous and sacrificial in our giving to the furtherance of Christ's church.

Because Financial Stewardship is a core priority of Bishop Foster's strategy for the synod, this position will serve as a concrete commitment to this priority with "boots on the ground," and an "all hands-on deck" approach to strengthen the financial foundation of the MNYS.

Responsibilities:

1. Create a strategy to work toward building the financial foundation of the MNYS through direct and estate giving, as well as congregational and individual giving that will strengthen MNYS operational income streams and endowment.
2. Outreach and Relationship Building
 - a. Travel, as needed, to develop relationships with churches and key donors.
 - b. Build and maintain relationships with current key donors.
 - c. Cultivate new donors.
3. Team Collaboration - Meet regularly (in-person or virtual) with the Bishop and Synod Staff, along with the Synod Council, rostered leaders and other leaders on MNYS territory.
4. Communication and Reporting - Work with the Synod to create communication pieces (newsletters, emails, etc) that directly correlate to MNYS's financial goals.
5. Develop a system for categorizing donors and create a unique strategy for each category of donors.
6. Utilize an approved data management system to track and manage relationships with key donors.
7. Other duties as assigned.

Key Qualifications:

1. Values Alignment:
 - a. Firm commitment to MNYS's Purpose, Priority and Principle Statement:
 - i. Our **Purpose** is to live like Christ in our communities
 - ii. The **Priority** of our Synod is to have community-oriented pastors in all viable congregations
 - iii. A key **Principle** is to ensure reparative justice and advocacy
2. Active membership in a local ELCA congregation.
3. Communication & Interpersonal Skills
 - i. Excellent written and verbal communication skills across a variety of platforms including, but not limited to, telephone, video calls, in-person meetings, email, reports, social media, and articles.
4. Technical Proficiencies:
 - a. Excellent computer skills including experience with or the ability to quickly learn the following software: Microsoft Office, Google G-Suite, Zoom, and more.
 - b. Organizational and Time Management Skills
 - i. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
 - c. Additional Requirements - This is a hybrid position with the expectation that the Director of Development will be in the office regularly, prioritizing All Staff and Executive Staff Meetings.

Position Description will be reviewed in 6 months to make necessary adjustments.

Salaried - Exempt from overtime

Annual Salary Range - \$110,000-120,000 (commensurate with experience)

Date: August 1, 2025

To apply for this Position: Interested candidates should submit a cover letter and resume via email to inquiry@mnys.org

Visit our website www.mnys.org for more information about Metro New York Synod of the ELCA