



## Director of Partnership Development

**Classification:** Full Time

**Job Location:** London, ON with ability to independently travel within the region

**Reports to:** Executive Director

**Key Relationships:** Works closely with the Direction Team of Forest Cliff Camps

**HR Contact:** Tyler Shaule | Executive Director | tshaule @ forestcliff.ca

### Position Summary

The Director of Partnership Development creates, implements and leads Forest Cliff Camp's strategies to engage donors and volunteers to support our mission to create unforgettable life-changing camp experiences that encourage young people to grow in relationship with Jesus Christ.

The successful candidate will work collaboratively with the Executive Director to grow volunteer engagement and our donor file as well as annually increase revenue from donations.

This position is an important part of our Direction Team, staff that works together to lead organizational areas such as stakeholder communication, ministry planning and growth strategy.

### Key Responsibilities

#### 1. Leadership of Partner facing Communications

- Responsibility for leading Forest Cliff Camps' communication to donors, sponsors and volunteers
- Implement multi channel communication for specific campaigns
- Create and maintain the communication calendar across the organization

- Lead the annual Banquet planning process (including venue, program, table host relationships, ticket sales and promotion)
2. Leadership of the Donor & Volunteer Experiences
    - Engage donors to be part of a Forest Cliff Experience to increase their understanding of our ministry and connectedness to our vision
    - Design a meaningful volunteer experience at summer camp to attract high capacity volunteers
    - Develop relationships with partner churches and grow our donor and volunteer base from those partnerships
  3. Create and Grow an Annual Giving Strategy
    - Cultivate the Donor and Volunteer base to grow an annual giving program that can support capital projects
    - Support the Executive Director in establishing relationships with high capacity donors
  4. Administration of all Giving & Sponsorship Activity
    - Create communication assets (letters, emails, thank you cards, phone calls)
    - Lead the administrative efforts to send regular fundraising campaigns, communication with Staff Sponsors and SummerFund Sponsorship programming communication
    - Grow both the Staff Sponsorship and Camper Sponsorship programs annually
  5. Financial Stewardship
    - Collaborate, monitor and oversee an annual budget for Partnership Development
    - Grow the donor and volunteer base and meet annual targets for partner development revenue.

### **Experience and Qualifications**

- Post secondary education in an area relating to ministry, education, recreation, development or management
- Experience in Professional Services Sales or Account Management is an asset
- Experience in Donor Development or Fundraising
- Excellent written and verbal communication skills
- Leadership experience in the context of ministry
- Project management experience with tangible results to share

### **Living Our Core Values | The successful candidate will be:**

1. Christ-centered
  - a. Mature Christian faith, integrity, moral values and convictions
  - b. Membership in a Bible teaching church
  - c. Demonstration of practical Christian disciplines and spiritual growth
2. Young person focused
  - a. A passion to work in an organization that cares for all children

- b. An understanding of children and youth ministry as well as camp programming
- c. A servant's heart to serve young people

### 3. Relationship-driven

- a. Excellent interpersonal skills
- b. Make tasks relational not transactional

### 4. FUN!

- a. We create fun experiences wherever we go!
- b. Fun is the best way to connect with others and intentionally grow a relationship with them

Forest Cliff Camp is a Christian non-denominational organization that exists to create life changing and unforgettable camp experiences that encourage young people to grow in relationship with Jesus Christ.

We are committed to serving young people by providing safe environments, unique activities and intentional relationships that foster a sense of belonging. As we experience growth in our ministry, we are seeking people who can bring experience, knowledge, energy and a passion for Jesus in reaching kids for Christ.

For more information on the experiences we offer please visit our website at [www.forestcliff.ca](http://www.forestcliff.ca).