



Director of Constituent Engagement

FTE: 1.0
Reports to: Executive Director of Mennonite Church USA
Location: Any

Purpose: Leverages their network of community contacts, as well as continually expands and stewards relationships within this network, to ensure broad community participation in MC USA events and conferences. Additionally, provides coordination, support and select communication functions for MennoCon as well as other Mennonite Church USA events.

Primary Responsibilities

- Develops and carries out the overall strategy for the organization's constituent engagement, and updates the strategy as needed to achieve engagement goals (volunteers and donors).
- Serves as part of MC USA EB Staff's director's team to collaboratively set direction for the organization.
- Oversees donor and stakeholder communication and collateral with an eye toward cultivating relationships with individual donors and congregations.
- Sets priorities for visits and communication between the Executive Director and constituents.
- Leads the discovery process, as well as cultivates relationships with individual donors, congregations, and Mennonite-owned businesses.
- Oversees a constituent engagement program that cultivates and facilitates ongoing relationships and promptly acknowledges gifts.
- Oversees "Journey Forward Partners" encouraging and cultivating existing as well as prospective members.
- Tracks and assesses fundraising metrics.
- Calls and emails donors on a regular basis, with at least 15-18 documented meetings per month with donors.
- Works collaboratively with communication team and convention planners on donor letters and regular efforts.
- Manages Raisers Edge database and ensures that accurate records of donations, visits and contacts are kept and updated as needed.
- Brainstorms and implements programs and initiatives to engage pastors and congregations in MC USA EB Staff's work in relation to its strategic planning and priorities.
- Facilitates collaborative relationships within Mennonite Church USA agencies, groups, and congregations.
- Represents MC USA EB Staff in congregations and other constituent groups as requested.

Biennial Convention Related Responsibilities

- Contribute to the solicitation of event sponsorships, ads, and donations from community partners.
- Manage VIP hosting

Required Qualifications

- Good understanding of communication and development strategies.
- Background in fundraising best practices and donor databases.
- Able to work independently, relate to people well, listen, take initiative.
- Able to lead effectively, manage resources, implement projects.
- Familiar with congregational dynamics.
- Ability and willingness to travel (donor visits, staff and board meetings, conventions, continuing education, congregational requests).
- Microsoft Office proficiency

Fluency in Spanish is a plus.

Anti-Racism Training is a plus.

Organizational Fit

- Passion for sharing Anabaptist Christian values with the church and the world.
- Knowledge of or willingness to work within Mennonite and related Anabaptist business and church culture.
- Committed to Jesus Christ and, a member in good standing of a church affiliated with Mennonite Church USA.
- Committed to Mennonite Church USA's renewed commitments.

Updated 9/13/2022