

## Quaker Haven Camp Job Description

Position: Director of Development & Marketing  
Responsible To: Executive Director  
Part of Management Team  
Responsible for: Marketing Specialist (future position)

### Qualifications:

1. A committed Christian with references or evidence of Christian walk.
2. Servant Attitude: Willingness to follow direction of management, put guest needs first, and emulate Christ in all relationships.
3. Spiritual Maturity: Ability to follow the leading of the Holy Spirit, maintain spiritual disciplines, and self direct growth in Christ.
4. Winsome enthusiasm about being with people and sharing Quaker Haven's Story
5. Bachelor's degree education
6. Experience in Fund Development desired
7. Ability to work independently or in a team structure, self motivated to work hard with a commitment to continuous improvement.
8. Good verbal and written communication skills.
9. Some knowledge of / ability to learn office, database and accounting software.

### General Responsibilities & Requirements:

1. Support the mission of Quaker Haven by representing the vision to donors, churches, and the community and to develop relationships that honor them as partners in ministry
2. Assist Executive and Management Team with leadership of staff, creation of ministry environment, and model a Christian witness and lifestyle
3. Work alongside the QH Board and Executive Director to set development goals and track progress
4. Meet with donors alongside Board members, ambassadors and Executive Director
5. Coordinate training and materials to assist in fundraising efforts
6. Plan events to recruit and thank donors
7. Recruit volunteers to represent the camp as ambassadors
8. Maintain an alumni program to help accomplish #6 & #7
9. Develop and oversee production of marketing materials (flyers, newsletters, etc) with assistance from a Marketing Specialist (In-house, volunteer, or Vendor) for promoting camp vision, development and program
10. Maintain development records (including camp alumni data)
11. Full time residency on camp property not required but regular visits to camp are necessary to interact with guests, donors and staff

Quaker Haven Camp defines the job responsibilities with the understanding that as the camp's needs change and challenges or opportunities arise, duties and responsibilities may change. Job descriptions will be reviewed in conjunction with staff evaluations to accurately reflect these changes.

Quaker Haven Camp is an At-Will employer, which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances 'common consideration' is defined as a two week notice.

### **Quaker Haven Camp Mission Statement**

Quaker Haven Camp provides a natural retreat facility to support youth and family ministries of Indiana Yearly Meeting and Western Yearly Meeting of Friends and the wider body of Christ.

### **Philosophy of Ministry**

Guests come to Quaker Haven to learn, worship, serve, relax, and fellowship. God uses time spent at Quaker Haven to speak into the lives of His children. It is our ministry to provide for the physical needs of guests to remove distractions in order that God may remain their sole focus. The appearance of the buildings and grounds, comfort of the furnishings, and quality of the food all contribute to the camp and retreat experience. Therefore we shall strive to meet standards, exceed expectations, and continually seek improvement in all we do. We understand that the camp and retreat ministry requires a commitment of time and devotion beyond the demands of secular employment, but we are motivated by the joy of service to our Lord. This attitude with which we serve is equally as important as a testimony to our guests, volunteers, and support staff.

Quaker Haven is a corner of creation where people can rest, encounter Christ and respond.