Bethlehem Inn
Job Description

Job Title: Development Specialist
Department: Development
FLSA Status: Non-Exempt
Reports To: Director of Philanthropy
Prepared By: Director of Philanthropy
Prepared Date: 6.26.2023

Position Summary
Are you a great communicator, who loves to engage with donors and funders? Do you have awesome skills for creative writing and data integrity? Would you like to join an organization that is passionate about serving our community, while creating positive change?

Bethlehem Inn is seeking a Development Specialist to serve as a key member of the Development team. This position supports all development efforts related to the Inn including community awareness and fundraising. The Development Specialist will be involved with stewardship activities related to non-profit fundraising and relationship management, including working with a team to create and implement the fundraising, development and communications strategies for Bethlehem Inn.

Since 1999, Bethlehem Inn has provided a community-supported emergency shelter committed to transforming lives together through shelter, help and hope for men, women and children. Our goal is to support adults and families in making life-affirming choices and measurable progress towards self-sufficiency.

Development Specialist Duties and Responsibilities
- Assist with the creation and implementation of the Fund Development and Marketing Plans including marketing material, annual appeal, corporate appeals, social media and the organization’s annual special event.
- Manage and oversee the use of Bloomerang (Inn’s donor database): donations and donor prospects; ensure accurate and timely gift acknowledgement; design and run reports and assist with database maintenance.
- Perform prospect research function and create donor profiles
- Assist with the production and implementation of appeal campaign and other fundraising communications and strategies.
- Partner with Development team to implement social media plan
- Assist Development team in maintaining the Inn’s website.
- Assist in collecting/analyzing donor data; generate regular donor reports
- Collaborate with Development team in the writing and production of quarterly newsletters
- Manage and track photo release process for current and former residents
- Manage inventory of Inn marketing materials, including letterhead, envelopes, etc.

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• Coordinate information as needed for grant tracking reports
• Oversee in-kind donation processing and acknowledgement as appropriate
• Perform administrative duties as needed including filing, copying, sorting, mailing, etc.

Professionalism:
• Demonstrates capacity to serve diverse people in a culturally sensitive and non-discriminatory manner;
• Sets and models high standards of honesty, integrity, and ethical behavior;
• Acts with a sense of reasoned urgency;
• Is adaptable and flexible and deals effectively with uncertainty;
• Represents self well with both internal and external customers in day-to-day interactions;
• Demonstrates effective and professional written and interpersonal communications skills;
• Deals effectively with conflict and works toward positive resolution.

Teamwork
• Work with Director of Philanthropy and other staff to ensure good relations with donors and volunteers;
• Coordinate in-kind donation needs with the Facilities Manager and program staff to ensure a smooth delivery of donations;
• Able to switch gears rapidly and to keep calm and focused during rapidly changing circumstances;
• Nurtures positive optimistic attitude in the staff and communicates a sense of mission to team.

Preferred Qualifications:
• Professional written and interpersonal skills
• Exceptional organizational skills, including attention to detail
• Experience working with a diverse team and promoting a positive brand image
• Extensive experience with Microsoft Suite, Google Workspace
• Experience working with a donor database (preferably Bloomerang)
• Experience planning large scale events and fundraisers
• Expertise in developing and implementing effective social media campaigns and website management
• At least two years of successful work experience in development and fundraising, preferably in the nonprofit sector
• BA/BS degree or equivalent experience preferred

Success Factors:
• Ability to work independently and as a part of a team — conflict resolution skills are beneficial
• Attention to Detail is the ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved, no matter how small. This means monitoring and checking work or information, while organizing time and resources efficiently.
• Genuine interest in learning about the impact of homelessness on our community and other topics relevant to the Bethlehem Inn mission (existing knowledge and/or experience in these areas is a plus)
• Energetic and forward-looking thinker who actively seeks opportunities and proposes solutions

Physical Demands with or without reasonable accommodation:
The physical demands described here are representative of those that must be met by Inn employees to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties of this job, the employee is regularly required to sit. Stand. Walk. Use hands to finger, handle, or feel. Reach with hands and arms. Lift up to thirty (30) lbs. climb two (2) flights of stairs and talk or hear. The employee is occasionally required to lift up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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• Conditions may include working outside in inclement weather, working closely with others, working alone, working protracted or irregular hours including weekend and traveling by car or van.
• Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, copier, telephone.

Work Environment:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)
• The work environment can be unpredictable depending on the time of day and resident activity. Bethlehem Inn is a fluid environment and a successful applicant should have the ability to think quickly on their feet and act with patience and compassion. Our residents are people with challenging needs often coming from chaotic circumstances. It is important for all staff to provide an environment of certainty and calm in what can sometimes be confusing situations. Knows when to involve staff in various situations.

The position is full-time (may include nights/weekends). Regional travel may be necessary. Compensation: DOE.

Benefits include:
Health Insurance
Dental insurance
Paid time off (Full time position: 10 days in after first year)
Holidays: 10 paid holidays
Simple IRA including Employer Match

Please send cover letter and resume to info@bethlehemin.org. Included in your cover letter, please address the following questions:

1. Why are you interested in this position at Bethlehem Inn?
2. What skills, experience or training qualify you for this position?
3. What are three accomplishments you are most proud of in your professional life?