

Development Manager

Reports to: President Location: Hybrid with regular time on site in Tennessee Status: Part time or full time (supported missionary role)

Summary

The Development Manager builds relationships and systems that fuel EdenRidge's mission. This role leads individual and foundation giving, recurring gifts, planned giving through the Legacy Fund, events, and donor communications, in close partnership with the President.

Key Responsibilities

- Design and execute an annual development plan with goals for major, mid-level, and monthly donors
- Build and manage a portfolio of donor relationships, including discovery, cultivation, asks, and stewardship
- Lead foundation strategy: research, calendar, proposals, and grant reporting
- Develop planned giving pathways for the Legacy Fund and support recurring giving growth
- Plan donor events and small gatherings with the Marketing Team
- Oversee donor communications: updates, testimonies, impact reports, and thank you touchpoints
- Maintain accurate CRM records, dashboards, and pipeline reports
- Train staff and volunteers in donor care and host tours as needed
- Ensure that biblical stewardship, transparency, and gratitude shape every donor interaction

Qualifications

- Track record in development, sales, or relationship-centered development/fundraising
- Strong written and verbal communication, comfortable with asks and follow-through
- Organized, data-aware, and consistent with CRM use and reporting
- Familiarity with foundations and grant cycles is helpful
- Warm, ministry-minded presence that builds trust
- Alignment with the mission and Statement of Faith of EdenRidge

Compensation

This is a supported missionary position. Compensation is provided through personal support raising, part time or full time options available. EdenRidge's no-fee structure means that while missionaries raise their own support, no administrative fee is deducted.

How to Apply

Send a resume, a writing sample used in development, and a brief note on your philosophy of donor care to office@edenridge.org.