

## Director of Development

**Location:** Remote / Washington, DC.

**Reports to:** Executive Director

**Salary Range:** \$55,000 – \$75,000

**Employment Type:** Full-time

**About [Churches for Middle East Peace \(CMEP\)](#):** Churches for Middle East Peace is a coalition of 35+ national Church communions and organizations working to encourage U.S. policies that actively promote a just, lasting, and comprehensive peace for all people in the Middle East. Rooted in the Christian tradition, CMEP educates, advocates, and mobilizes U.S. Christians and others toward peace, justice, human dignity, and an end to conflict. The candidate should be in alignment with CMEP's policy positions that can be found [here](#).

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## Position Summary

The **Director of Development** is responsible for implementing, overseeing, and managing all aspects of CMEP's fundraising and development strategy. This role is directly accountable for CMEP's revenue with direct implementation responsibilities specifically for grants, foundations, high capacity and individual donors, and other relevant revenue streams. This includes donor cultivation, institutional giving, major gifts, grants, annual appeals, campaign development, and donor stewardship. This role will also manage and oversee staff productivity on other funding streams such as denominational, church, and organizational partnership giving, with ultimate accountability for the full range of income streams. The role will prioritize, in order, Foundations; Major Donors; Individual Donors; Individual Churches; Board Denominations. This leadership position is best suited for a mission-aligned professional with development experience who identifies with CMEP's values and is deeply committed to peace and justice in the Middle East.

Limited administrative assistance may be available, predominantly through the recruitment of development interns and/or fellows.

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## Key Responsibilities

### Fundraising Strategy & Leadership

- Take full accountability for raising targeted amounts of funds and direct responsibility for an extensive scope of the portfolio, including but not limited to, grants, foundations, high capacity, and individual donors.
- Develop, modify, and execute CMEP's annual fundraising plan aligned with CMEP's vision, mission, and goals.
- Set annual fundraising targets in collaboration with the Executive Director and other leaders.

### Donor Relations & Engagement

- Build and maintain strong relationships with existing donors and prospects.
- Coordinate with key staff and the executive director for targeted engagement with appropriate donors.
- Oversee donor communications, including impact reports, newsletters, and updates.
- Develop strategies for major donor engagement and long-term giving.

## Grant Writing & Institutional Funding

- Undertake grant research, proposal development, submission, and reporting.
- Maintain a grant calendar and ensure timely renewals and compliance.

## Campaigns & Events

- Plan and execute annual giving campaigns, year-end appeals, and special fundraising initiatives.
- Oversee fundraising events, both virtual and in-person.

## Systems, Data, & Administration

- Interact with and utilize donor database (e.g., CRM), gift processing, acknowledgments, and analytics.
- Provide regular fundraising reports to leadership and the Board.
- Ensure records, policies, and financial stewardship meet best-practice standards.

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## Qualifications

### Required

- Proven track record in personally raising revenue of at least \$1 Million per year
- 5–8 years of professional non-profit fundraising experience with demonstrated success.
- Experienced in acquiring major gifts, grant writing, donor acquisition, and annual campaigns.
- Strong knowledge of a wide range of fundraising techniques and best practices.
- Commitment to CMEP's mission and ability to articulate its values to diverse audiences.
- Excellent writing, communication, and relationship-building skills.
- Collaborative mindset working with a distributed team.
- Ability to work independently, take initiative, and manage multiple priorities.
- Experience with (1) Prospecting tools; (2) Donor Management Systems; (3) Grants Administration tools

### Preferred

- Experience working in faith-based, peacebuilding, advocacy, or international nonprofit organizations.
- Familiarity with Middle East peace issues and Christian engagement around justice and advocacy.
- Able to work from the Washington, DC office on occasion.

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## Compensation & Benefits

- Salary of **\$55,000 – \$75,000**, per year based on experience and qualifications.

- Benefits include paid time off, health coverage options and retirement contributions (actual benefits per CMEP policy).

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### How to Apply

Interested candidates should submit a **cover letter**, **résumé**, and **three references** to [mathias@cmep.org](mailto:mathias@cmep.org) with the subject line: *Director of Development – Application*.