



Job Title: Development Manager (Part-time)

Location: Broad Street Presbyterian Church, Columbus, OH

Schedule: 20 Hours per week (Flexible/Hybrid Schedule after 60 Days)

Reports to: Pastor/Head of Staff

Salary Range: \$40,000 - \$45,000

Are you a relationship-builder with a strategic mindset and a passion for advancing meaningful community impact? Do you thrive in environments where stewardship, storytelling, and faithful collaboration drive sustainable growth? If so, Broad Street Presbyterian Church would love to speak with you.

As the part-time **Development Manager**, you will play a pivotal role in leading and strengthening our fundraising and donor engagement efforts. This role will help build sustainable financial support for the church's ministries, community outreach initiatives and long-term mission impact.

Key Responsibilities:

Fund Development Strategy & Execution

- Develop and implement a comprehensive annual fundraising strategy that supports the church's annual giving campaign, special fundraising appeals, grant opportunities, and donor drives.
- Work with the Pastor to identify and cultivate individual, congregational, foundation, and community stewardship opportunities (while the Pastor remains the primary relationship holder).
- Establish fundraising goals in collaboration with church leadership.

Donor Engagement & Stewardship

- Develop a structured donor stewardship plan that includes acknowledgements, reporting and impact updates.
- Coordinate donor communications in collaboration with the church staff.
- Create systems to track donor activity and engagement and fundraising progress and provide regular updates to relevant parties.

Grant Funding

- Identify and pursue appropriate grant opportunities in collaboration with church leadership and neighborhood ministry leaders.
- Partner with neighborhood ministries leaders to draft and submit grant proposals.

Communications & Storytelling

- Support the development of compelling stories that articulate the church's mission and impact through various media platforms.
- Collaborate on impact and annual reports, appeals, and development/fundraising materials
- Coordinate donor communications in collaboration with the church staff.

Systems & Reporting

- Collaborate to identify a CRM for tracking and maintaining accurate donor records.
- Provide regular development updates to church leadership and/or Session.
- Develop clear metrics to evaluate fundraising effectiveness.

Qualified Candidates will have:

- 3+ years of experience in fundraising and development, ideally in a church or nonprofit setting.
- Strong communication and organizational skills.
- Experience with donor management systems and tracking tools or a willingness to learn.
- Ability to manage multiple priorities independently while working collaboratively.
- Grant writing experience.
- A commitment to the mission and values of Broad Street Presbyterian Church

Broad Street Presbyterian Church (BSPC) is a vibrant, justice-minded congregation located in the heart of Columbus. We believe in putting faith into action through worship, service, and community engagement.

To learn more about who we are and the work we do, visit: <https://bspc.org/>

This is an opportunity to be part of a caring and welcoming community committed to making a difference. You'll join a team that values transparency, compassion, and creativity in the pursuit of a more just and hopeful world. If you have a heart for service and a talent for organization, apply today!

Send your resume and cover letter to office@bspc.org and become part of our vibrant church community.

Employer is EOE/AA/M/F/D/V.