



Mennonite Disaster Service

Position Open

Position Title: Director of Resource Development (DRD)
Job Status: Full-Time/exempt position
Location: Lititz, PA
Wage: \$90,428 to 112,412
Revised: 02/01/2026

Primary Responsibility

Provides strategic leadership and oversight of all operational functions of the Resource Development Department, including staff, programs, and financial objectives within the Mennonite Disaster Service (MDS) vision and mission.

Reporting Relationships

Reports to the Executive Director (ED)

Direct Reports

Communications Manager (CM)
Volunteer Development Manager (VDM)
Donor Development Manager (DDM)

Key Responsibilities:

1. Strategic Planning and Implementation

- As a member of the Executive team (Executive Director, Director of Project Operations and Director of Administration), work to develop, lead and implement strategies and operational programs to carry out the mission and vision of MDS
- Collaborate with other directors and departments to achieve operational objectives
- Lead the MDS Innovation Hub, collaborating with other Directors and Managers
- Lead the Gratitude Gatherings program
- Serve as a representative on the Executive Council and other leadership teams as required
- Steward the Partners in Mission (PIM) agreement as applies to their department with MDS Canada
- Serve as part of the Risk Management team led by the Director of Project Operations to identify and evaluate risks to MDS within Resource Development and implement measures to manage these risks
- Serve as a member of the Board's Development Committee
- Attend Board of Directors meetings as requested

2. Team Leadership and Development

- Lead, mentor, and support the managers in the Resource Development Department, fostering a collaborative and high performing environment
- Guide the development and implementation of the operational plans for each team aligned with the long-term administrative strategy of MDS
- Oversee operations across Resource Development teams, ensuring smooth and efficient workflows and compliance with organization policies and procedures
- Oversee Resource Development programs, resources, finances, and budgeting

3. Donor Relationships

- Build and maintain relationships with donors in collaboration with the Executive Director and Donor Development Manager
- Represent MDS through speaking engagements with donors and constituents

4. Other tasks

- Serve as a backup spokesperson for media interviews
- Participate in unit and region meetings as needed
- Other duties as assigned

Qualifications:

- Knowledge of and passion for the MDS mission, vision and core values
- Commitment to the Anabaptist faith and peace position and active in an Anabaptist church
- Demonstrated commitment to the MDS lifestyle expectations and Anabaptist shared Convictions as outlined in the Employee Policy Handbook
- Minimum of six years of experience in people centered leadership (strategy and planning, team development, collaborative mindset, conflict resolution, volunteer engagement)
- Minimum of six years of experience in non-profit development, management, or business administration
- Bachelor's degree in business, public relations, non-profit management, marketing or a related field
- Aware of and familiar with the vast range of MDS constituency & culture
- One or more years of experience working with people of another culture

Essential Skills:

- Strong team leader with demonstrated ability to inspire and lead a team to effect change and adapt systems to emerging needs
- Strong verbal and written communication skills, including public speaking and presentations
- Ability to function well as a team player
- Capacity to align department goals with broader organizational strategy
- High emotional intelligence and cultural sensitivity
- Integrity, resilience, and a commitment to servant leadership
- Proven conflict resolution and problem-solving skills
- Sensitivity and ability to relate to MDS's diverse constituent groups
- Proficiency with donor and fundraising systems, Microsoft office suite and other common collaboration platforms (e.g., Zoom, Teams)
- Availability and willingness to travel approximately 20% time
- Physical requirement: Work is mostly sedentary with long periods at a computer terminal and occasional travel to project sites which may involve field conditions
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger

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