



Mennonite Disaster Service

Position Open

Position Title: Donor
Development Manager

Job Status: Full-Time/exempt position
Wage: \$77,528 to \$96,376
Location : Lititz PA
Revised: May 26, 2026

Primary Responsibility

Effectively shape and execute the Mennonite Disaster Service (MDS) development strategies through grant management, mass donor engagement, and oversight of donation processes.

Reporting Relationships

Reports to the Director of Resource Development

Direct Reports

Development Database Specialist
Database Support and Administrative Assistant
Receptionist/Administrative Assistant

Key Responsibilities:

1. Oversee Annual Fund

- Develop and implement a stewardship program that cultivates deeper ties with donors, executing the strategies in collaboration with the Resource Development Teams (Communications and Volunteer Development)
- Lead Fundraising campaigns including writing content for receipt letters, fund appeals, donor proposals and other donor engagement pieces
- Support the Executive Director and Director of Resource Development to ensure major donor engagement aligns with the overall stewardship program
- Ensure compliance with MDS Fundraising Principles and Policy

2. Grant Management

- Research funding opportunities
- Research, apply and report for grants by compiling supporting information and writing according to requirements
- Maintain and share project funding plans for responses funded by grants, in collaboration with Finance and Field Operations
- Ensure compliance with grant communications requirements
- Maintain organizational charity watchdog status (Give.org, Charity Navigator, Guidestar/Candid)

3. Lead Donor Development Team

- Lead the Donor Development team to execute MDS Development Strategies and ensure team collaboration with the MDS network.
- Manage the Donor Development Team budget
- Member of Leadership team, Management team
- Ensure front office coverage to receive phone calls and visitors during office hours

- Participate in general staff meetings and calls
- Perform 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
- Analytical mindset with the ability to interpret donor data and fundraising metrics
- Commitment to confidentiality, ethical fundraising, and donor-centered practices
- Minimum of six years of experience in non-profit fundraising
- Bachelor's degree in business, communications, creative writing, English or a related field, CFRE certification a plus
- One or more years of experience working with people of another culture

Essential Skills:

- Proficiency with computer donor and fundraising systems and Microsoft office suite.
- Demonstrated excellence in organizational, managerial, and written and oral communication skills
- Knowledge of fundraising regulations and nonprofit best practices
- Proven excellent grant writing and management skills
- Ability to function well as a team player.
- Sensitivity and ability to relate to MDS' diverse constituent groups.
- Commitment to high professional standards and current in industry best practices.
- Availability and willingness to travel approximately 10% time
- Physical requirement: Work is mostly sedentary with long periods on the phone and at a computer terminal
- Work environment: With the use of normal safety precautions typical of offices, meeting rooms, and in commercial vehicles, there is little risk of danger