



Director of Advancement

Job Type: Flexible 32 Hrs/wk with health insurance stipend.

Qualifications: The Director of Advancement should demonstrate strong Christian character, maintain church membership and have 5-10 years of nonprofit fundraising experience.

Overview:

- Persuasive writing and strong communication and organizational skills
- “Self-starter” and goal driven to cultivate, steward and sustain donors
- Ability to initiate new and distinctive ways to raise funds for the organization
- Oversee fundraising events, donor communications and planned giving initiatives

General Responsibilities:

- Work under the supervision of the Executive Director and with the Grants and Social Media Director
- Represent the mission with Integrity
- Lead a comprehensive giving program including the design and implementation of policies and strategies necessary to ensure successful fundraising

Specific Responsibilities:

Database

- Database management, maintain and update the database regularly
- Ensure all gifts are handled properly and expediently.

Donor Cultivation

- Lead a major gifts program, monitoring relationships with donor
- Cultivate and steward new donors to keep the donor pool fresh

Businesses/Corporations

- Identify and develop relationships with local businesses
- Communicate effectively with each business on a regular basis

Donor Stewardship and Communication

- Develop yearly or biannual appeal for funding
- Collaborate with board and staff on special events
- Marketing and communication with donors on a regular basis

The POINT Legacy Circle

- Communicate and market to possible Legacy Donors
- Held one event yearly for Legacy Circle Members

Budget/Finances

- Work with bookkeeper to ensure monthly numbers are correct
- Work with bookkeeper for yearly budget and audit requirements