



## **Job Description**

**Job Title:** Advancement Project Manager

**Department:** Advancement

**Reports To:** VP of Advancement

### **SUMMARY OF RESPONSIBILITIES:**

The Advancement Project Manager is responsible for project managing the execution of all sustainable funding streams, including but not limited to: direct mail appeals, church partnership, mission trips, regional advancement officers, and sponsorship programs. This position provides supervision, support and accountability to key staff and volunteers, while also creating, implementing, and managing strategies to expand our donor base.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- In partnership with the VP of Advancement, lead the planning and creation of the communications strategy for all sustainable fundraising efforts.
- Responsible for project managing the execution of all sustainable funding streams within the annual advancement plan.
- Directs key staff and volunteers on sustainable fundraising assignments, manages schedules, provides support, and accountability.
- Facilitates a weekly prospect engagement meeting where the team makes commitments and takes on weekly assignments.
- Leads and prepares agendas for the bimonthly Advancement Team Meeting (ATM – holds AGCI accountable for the outcomes of the sustainable funding streams portion of the annual advancement plan).
- Prepares for and supports all activities related to local fundraising committees, ensuring meetings are well-planned and include adventure and celebration.
- Operates systems for managing the prospect and planning data (SmartSheet and DonorPerfect).
- In partnership with the VP of Advancement, researches, evaluates, and prioritizes prospects in order to assign priority levels and primary callers.
- In partnership with the VP of Advancement, works with major gift officers to prepare strategies and approaches for all priority 2 prospects with the potential to give gifts of \$1000 to \$10,000.
- In partnership with the VP of Advancement and Sponsorship Coordinator, implements a comprehensive sponsorship program structure able to support the growth of sponsorship from a few hundred to over 2000 child sponsors over the next three years.

- In partnership with the VP of Advancement and Sponsorship Coordinator, develops group strategies for engaging priority 3 prospects with the potential to give gifts of less than \$1000.
- In partnership with the VP of Advancement and Regional Development Officers, develops and manages the engagement strategy of priority 4 donor prospects with high capacity who have not yet given, but will require more engagement before receiving an ask.
- In partnership with the VP of Advancement and Regional Development Officers, develops and manages the engagement strategy of church prospects.
- Leads the creation and implementation of a vision trip engagement strategy that will be provide regular international visits by significant partners without significant disruption of AGCI in-country teams.
- Reviews and provides strategic direction for direct mail strategy as related to fundraising efforts.
- Prepares annual fund reports and evaluations.
- Prepares monthly production reports on activities, potential gifts, gifts solicited but not committed, and total amount committed toward goal.
- Prepares reports projecting strategies for various gift levels and timeframes.
- Prepares monthly updates of the comprehensive campaign plan.
- In partnership with the VP of Advancement, seeks and gains endorsements for AGCI's funding practices from organizations such as ECFA, Charity Navigator, Council on Accreditation and the Orphan Alliance, etc.
- Displays excellent time management and organizational skills to prioritize workload.
- Act as representative of AGCI at events, speaking with public to educate them on the work and opportunities to support our orphan care ministry.
- Travels domestically or internationally as requested.

### **SUPERVISORY RESPONSIBILITIES**

Directly manages independent contributors. Is responsible for the overall direction, coordination, and evaluation of AGCI Advancement Team Members under the Sustainable Funding umbrella. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in business, nonprofit management or a related area from a four-year college or university plus one to three years related experience preferred.

***\*\*Position requires the successful completion of an extensive criminal background check\*\****