



Job Description

Job Title: Director of Advancement

Department: Advancement

Reports To: VP of Advancement

Prepared Date: July 20, 2017

SUMMARY OF RESPONSIBILITIES:

The Director of Advancement is responsible for the execution of all sustainable funding streams, including but not limited to: direct mail appears, 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.

Position requires the successful completion of an extensive criminal background check.

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 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 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.
- Accountability to pre-determined daily, weekly, monthly, quarterly and annual goals.
- Displays excellent communication skills including in-person customer service, documentation, detail-orientation, and sensitivity with confidential documents and information, displays exceptional ability to communicate effectively and remain calm and courteous under pressure.
- Ensures an exceptional experience through unwaveringly high levels of customer service with both internal and external audiences by being honest, warm, responsive, and thorough at all times.
- Respectfully takes direction from the VP of Advancement.
- Completes various administrative tasks as assigned.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation and remains open to all levels of work and support for the organization.
- 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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business correspondence, sensitive medical or financial documents, contracts, reports and inquiries. Ability to write error-free business correspondence, reports and presentation materials. Ability to effectively present information to and respond to questions from prospective families, public groups, conference attendees, donors/sponsors and during retreats, seminars and webinars.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar and other graphing visuals.

COMPUTER SKILLS

Job requires advanced basic computer skills including logging on to systems, word processing, spreadsheet, report writing, project management, presentation creation/editing, database, use of internet and communication by e-mail. Requires knowledge of and use of AGCI's adoption database/software program.

REASONING ABILITY

Ability to work with and protect extremely confidential files and information and have the appropriate discernment regarding handling issues of varying complexity and sensitivity. Ability to define problems, collect data, establish facts and draw valid conclusions and can deal with a variety of abstract and concrete variables. Has the discretion to weigh the levity of an issue and pass along to the appropriate party/leader within the organization, as needed.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and ability to supply appropriate documentation/identification to travel authorities when traveling domestically and internationally.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within office building, use hands and fingers to keyboard or dial, reach with hands and arms, and talk or hear. The employee must infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus, especially with frequent computer use.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate.

Employee: _____

AGCI Representative: _____

Revision Date: _____