



## **Job Description**

**Job Title:** SW Regional Advancement Director

**Department:** Advancement

**Reports To:** VP of Advancement

**Prepared Date:** November 15, 2017

**Location:** Austin, Texas

### **SUMMARY OF RESPONSIBILITIES:**

The SW Regional Advancement Director will be responsible for the attainment of specific goals for community engagement, fundraising, and sponsorship. This position will implement strategies to develop community and church relationships by communicating All God's Children International's vision and mission, meeting with individuals and/or organizations, and creating gift acquisition plans in conjunction with the Advancement Team.

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

- In partnership with the VP of Advancement, lead the planning and creation of the communications strategy for all sustainable fundraising efforts
- Operates systems for managing the prospect and planning data (SmartSheet and DonorPerfect)
- Manage relationships with 100+ priority 1, 2, and 4 donor prospects and churches
- In the first two years raise a minimum of \$150,000 annually. Increase this amount raised to \$500,000 annually within five years
- Develop church engagement goals, as well as sponsorship goals
- Raise annual revenue from new and existing individual donors, churches and foundations to meet fund development goals
- Work in partnership with VP of Advancement to achieve funding objectives
- Communicate persuasively All God's Children International's ethos, vision, mission, and priorities
- Implement a gift acquisition strategy for prospects and donors capable of gifts in excess of \$1000
- Develops and implements a church relations strategy that opens doors to sponsorship presentation and church partnerships in SW Region
- Develop donor profiles, set production goals, and utilize an activity calendar to realize revenue objectives

- Meet donor's stewardship objectives and funding goals with a servant's heart
- Help create the high quality, compelling case statements in collaboration with VP of Advancement
- Contribute to written proposals and comprehensive and timely stewardship reports
- In partnership with Advancement Department, researches, evaluates, and prioritizes prospects in order to assign priority levels and primary callers
- Research and network to discover qualified individuals and foundations to fund AGCI initiatives
- Identify deferred giving potential, working in collaboration with VP of Advancement
- Participate in team meetings and/or conference calls that are strategically necessary to the accomplishment of the Annual Advancement Plan goals and campaign goals
- Establish and maintain effective working and collaborative relationships with employees at all levels of the AGCI
- Achieve strategic goals through team effort
- Displays excellent time management and organizational skills to prioritize workload.
- Acts 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
- Must possess a strong work ethic and an ability to work independently.
- Completes additional tasks (administrative and advancement related) as required

### **SUPERVISORY RESPONSIBILITIES**

There are no supervisory responsibilities.

### **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/EXPERIENCE**

Bachelor's degree in business, nonprofit management or a related area from a four-year college or university; as well as 5-7 years minimum of transferable professional experience, especially in significant major donor fund development. Advanced degree and further experience preferred.

**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. Preferred experience in DonorPerfect, SmartSheet and other fundraising software.

**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.

**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.