Job Description

Job Title: West Coast Regional Advancement Director
Department: Advancement
Reports To: VP of Advancement
Prepared Date: December 19, 2017
Location: Vancouver, Washington

SUMMARY OF RESPONSIBILITIES:
The West Coast 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 and Director of Advancement, lead the planning and creation of the communications strategy for all sustainable fundraising efforts on the West Coast.
- Operates systems for managing the prospect and planning data (Smart Sheet and Donor Perfect)
- Manage relationships with 100+ major and mid-level donor prospects and churches
- 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 and Director 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
- Develops and implements a church relations strategy that opens doors to sponsorship presentation and church partnerships on the West Coast.
- Develop donor profiles, set production goals, and utilize an activity calendar to realize revenue objectives
- Help create the high quality, compelling case statements in collaboration with VP and Director of Advancement
- Contribute to written proposals and comprehensive and timely stewardship reports

- In partnership with Advancement Department, research, evaluate, and prioritize 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 and Director 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 AGCI
- 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 programs
- Accountability to pre-determined weekly, monthly, quarterly and annual goals
- 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 and Director 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.