



Position Description

Title: Regional Manager - Advancement		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #: 210101	Salary Grade:	
Date Approved: December 14, 2017	Purchasing Approval Level:2	
Revision Date:	Revision:	

Purpose of Position

The Advancement Regional Manager is a professional member of Great Circle’s Advancement team and is responsible for securing funding for annual, capital and endowment goals of the agency. The manager plans and executes strategic initiatives to cultivate, solicit and steward regional constituents through personal solicitation and special events as required to meet the goals of the advancement team, aligning with agency wide initiatives and priorities. The manager may have responsibility for grant writing, appeals, and volunteer engagement as needed. This position reports to the Regional Director or Assistant Director of Advancement.

Major Duties (*Essential Element)

- Responsible for meeting fundraising goals and objectives as outlined in the Advancement strategic plan and annual agency budget*
- Plan and lead regional fundraising special events including coordinating venue, producing sponsorships and program to ensure the event achieves its strategic fundraising goals
- Steward key corporate and individual supporters, strengthening our relationship with donors
- Establish new relationships with organizations and individuals who are interested in supporting Great Circle’s mission
- Effectively maintain fundraising database, logging interactions, capturing key data and producing fundraising reports
- Manage a personal portfolio of donors; ensuring proper cultivation, solicitation and stewardship
- Recruit, train, motivate and manage volunteers and staff to assist with regional events and fundraising activities
- Collaborate with the regional team to maintain and grow agency events that include a cohesive branding message
- Assist in setting the fundraising strategic plan for the region, ensuring the Advancement team is aligned and focused on key donor activities and building resources
- Deliver public presentations conveying the mission of Great Circle and positively representing the organization in the community

- Adhere to the professional, fundraising ethics of the Association of Fundraising Professionals
- Other duties as needed for betterment of Great Circle

Working Conditions

This position will largely be an office environment role. To effectively manage events and represent the organization, employees will be in operating in various venues and community settings.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Lifting under 25 pounds may occur frequently while lifting over 100 pounds occurs less frequently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Advancement Coordinators and/or volunteers

Qualifications

- Strong customer service focus, excellent time management, oral and written communication skills
- Proficient at managing and navigating a donor database
- Strong analytical and fiscal management skills
- Must be proficient in Word, Excel and email applications
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance

Required Education and Experience

Bachelor's degree

Three (3) years successful experience with development and donor management with demonstrated fundraising performance, or comparable business experience to include sales, marketing or other areas.

Preferred Education and Experience

Raiser's Edge experience preferred