



Position Description

Title: Regional Manager - Advancement		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #: 210101	Salary Grade:	
Date Approved: July 26, 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*
- Identify, cultivate, solicit and steward individual, business, civic, and local organizations to secure charitable contributions
- Manage personal solicitation list as assigned*
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- Implement and support strategic direction and activity for constituent, community, and/or volunteer engagement to fulfill department goals*
- Responsible for fundraising initiatives including special events, donor relations/stewardship, volunteer oversight, budgets, and related tasks
- Manage gift documentation and acknowledgement processes; maintain donor records and ensure all reporting requirements are met for funders, audits and department objectives*
- Adhere to the professional, fundraising ethics of the Association of Fundraising Professionals
- Other duties as needed for betterment of Great Circle

Working Conditions

Office environment

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.
- Must be proficient in Word, Excel and email applications.
- Skills required include organizational and interpersonal skills.
- 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

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____ Date: _____

Employee signature: _____