



Position Description

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| Title: Director – Advancement | | |
| FLSA Class: Exempt | EEO Category: First/Mid-Level Managers | WC Class: 8861 |
| Job Title # 200666 | Salary Grade: | |
| Date Approved: September 25, 2017 | | |
| Revision Date: January 25, 2019 | Job Class: Advancement | |
| Revision: required fund raising experience | Purchasing Level: 3 | |

Purpose of Position

A professional member of the statewide Advancement team, the Director of Statewide Advancement is responsible for fundraising initiatives to secure major gifts. This position will develop, manage and implement strategies for identification, cultivation, solicitation, and stewardship of donors, creating individualized solicitation plans leading to major gifts. The director will work cooperatively with the regional directors of advancement and central staff to maximize donor potential in all areas of support.

Major Duties (*Essential Element)

- Develop and execute a comprehensive giving program designed to increase annual and/or capital gifts from major donors
- Responsible for meeting fundraising goals and objectives as outlined in the Advancement strategic plan and annual agency budget
- Identify, cultivate, and solicit prospects for major gifts; maintains regular contact with current and potential prospects
- Prepare proposals for gift opportunities in response to inquiries and/or cultivation of gifts; researches and identifies appropriate giving vehicle for prospective donors; writes and presents all proposals for prospects
- Adhere to the professional, fundraising ethics of the Association of Fundraising Professionals (AFP)
- Other responsibilities as needed for the betterment of Great Circle

Working Conditions

Office environment. Working environment generally favorable.

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. The position requires constant sitting, listening and talking. The position requires occasional walking, use of hands to handle or feel, climb, balance, stoop, kneel or crawling tasting or smelling as well as lifting up to 25 pounds. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Yes

Supervisory Responsibility

Yes

Qualifications

- Possess a current, valid MO driver's license and meet the Great Circle requirements for driver's insurance
- Demonstrated ability to read, write, speak, and understand the English language proficiently.
- Ability to maintain absolute confidentiality in all transactions and communications
- Ability to develop and maintain effective working relationships with donors, staff, and volunteers
- Travel required fulfilling donor and constituent relationship building and fundraising goals
- Strong verbal and written communication and interpersonal skills

Required Education and Experience

- Bachelor's degree and minimum of five years of demonstrable achievement in fundraising.

Preferred Education and Experience

- Experience working with children and families in a trauma informed environment
- CFRE/ACFE
- Planned Giving experience

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

Employee printed name: _____ Date: _____

Employee signature: _____