

**POSITION DESCRIPTION:** Advancement Director



**REPORTS TO:** Executive Director

**Job Type:** Full-time

**FLSA Status:** Exempt

**Position Purpose:**

Under the direction of the Executive Director, the Advancement Director is responsible for executing strategies, building relationships, and supporting campaign objectives that align with NourishKC’s strategic goals and mission. This position is both strategic and tactical, working in closely [in unison] with leadership associates and volunteers. The Advancement Director will genuinely lead and advance NourishKC’s mission in generating resources and promoting philanthropy as a culture throughout the organization.

The Advancement Director will serve as an “enlightened generalist” – one who has the understanding and responsibility for management of a comprehensive program for identifying, cultivating soliciting, and stewarding gifts that support annual, major gift, gift planning, and grant initiatives.

**Primary Responsibilities and Activities:**

- Work in partnership with the advancement team, campaign leaders, and volunteers to set priorities and goals for overall campaigns.
- Work with other development related team members, campaign leaders, and volunteers in creating and implementing solicitation strategies for major gift prospects.
- Work with associates, consultants, board members, and other volunteers to identify and personally solicit gifts from foundations, corporations, community organizations, and selected individuals as planned.
- Create and oversee a comprehensive development program that includes a structured and meaningful year-round annual campaign program. Program reflects organizational readiness, trainings, implementation of phases, and evaluation. Phases include associate, board, major gift, and community. Identification, cultivation, solicitation, and stewardship are integrated throughout.
- Develop and implement an on-going gift planning (aka planned giving) program by working with the Board of Directors to identify, cultivate, and solicit prospects.
- Identify and manage a portfolio of up to 50 major donor prospects that have a gift capacity of \$1,000 or more.
- Direct the creation of customized content or presentations.
- Work with development team to design, implement, and manage plans focused on growing mission-aligned interests.
- Work closely with development team and other associates to ensure that agreements are executed and managed appropriately.
- Introduce new projects and development concepts to ensure long-term and immediate fund development results for the organization.
- Develop and coordinate a plan for donor identification, cultivation, solicitation, and stewardship. This includes a structured program for prompt and personalized acknowledgment, recognition, retention, renewal, and upgrades.
- Provide leadership for associate and volunteer training that includes up-to-date and effective development methods.
- Represent organization and build relationships at various impact and related financial development events.
- Manage the collection of campaign prospect and donor information and work with development team to input and track appropriately in donor database.
- Prepare ongoing updates, reports, and briefing materials on development efforts.
- Assist in the planning of cultivation events and stewardship for donors – especially major donors.
- Assist in the implementation of public relations plan for annual giving activities.
- Build a collaborative, team-oriented environment among associates and volunteers.

**Minimum Qualifications:**

- Bachelor’s degree in a related field from an accredited college or university. Certified Fund Raising Executive (CFRE) or Certified Fund Raising Management (CFRM) designation desirable.
- Three years non-profit development experience required, including substantial professional experience in the personal attainment of major gifts (not just as a team member).
- Excellent interpersonal and communication skills, including verbal, written, presentation, facilitation, and negotiation.
- Ability to forge productive working relationships with people at all levels within the organization and the diverse communities we serve.
- Able to make independent and sound decisions in a fast-paced environment.
- Able to exercise high levels of discretion and confidentiality.
- Donor CRM software applications proficiency desirable.
- Strong computer skills with the ability to adapt to new software.
- Ability to work outside standard work hours and to travel locally and nationally.
- Ability to supervise professional support staff.
- Progressively responsible grant writing experience.
- Experience with strategic, policy, and budget planning for nonprofit organization.
- Must be detailed, deadline oriented, and comfortable managing multiple projects within tight schedules.
- Willingness to work evenings and weekends as necessary for special events.
- Proficient with MS Office.
- Experience with Bloomerang donor database is a plus.

**Physical Demands:**

The physical demands described here are representative of those required of an associate to perform the essential functions of this job. While performing the duties of this position, the associate regularly operates a computer and communicates with donors, participants, guests, partners, vendors, and associates. Reaching above shoulder heights, below the waist, or lifting as required to file documents or store materials throughout the workday. The associate may occasionally lift and/or move up to 20 pounds. Proper lifting techniques required.

**Personal Attributes and Values:**

- Have strong analytical, organizational and time management skills.
- Possess and demonstrates excellent integrity
- Exhibits high attention to detail and accuracy.
- Demonstrates a courteous and professional manner with internal and external partners

This job description is not intended to be all-inclusive, and the employee will also perform other duties as assigned. This organization reserves the right to change job duties as the need arises. This description does not constitute a written or implied contract of employment.

My signature below acknowledges that I have received a copy of this document and have read and understand the job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_