



Position Description

Job Title:	Director, Advancement
Department:	Advancement
Reports to:	CEO
Supervises:	Manager, Donor Relations/Volunteers, Manager, Partnership Development, PR & Marketing, and Grants
FLSA:	Exempt; Regular Full-time
Standard Shift:	First shift, Monday - Friday

Job Summary:

Provide strategic leadership and operational oversight of all Advancement programs and service, ensuring that the mission and critical objectives are fulfilled. Key responsibilities include planning, management, administrative responsibilities, implementing/analyzing all the strategies that will produce an employee-oriented, high-performance culture that emphasizes empowerment, quality, productivity and standards, and goal attainment. This position serves as a key member of the Senior Leadership Team. Upholds LifePath Christian Ministries' Statement of Faith and Code of Conduct at all times.

Essential Duties:

Strategy

- Develops cultivation, stewardship, and prospecting strategies for individual annual/major gifts, planned giving, corporate partnerships and grants. Provide direction regarding the strategic planning in fundraising channels to include but not limited to: direct response, digital, email and event sponsorships.
- Develops annual Advancement Budget to include fundraising goals for individual donors, corporate donations, and grant awards.
- Leads the Advancement Team in identifying, cultivating, soliciting, and expanding the number of prospective donors, volunteers, and community partners.
- Provides analysis and reporting on overall performance of fundraising against goals and strategic plan.
- Stays apprised of advancements and changes pertinent to communication, fundraising, and development profession.
- Directs and leads adaptations to current strategies and practices in accordance with these changes and as necessary.
- Provides vision and direction to build and manage a full-scale Advancement Program to include Donor Relations, Volunteer Development, Corporate Partnerships and Communication.
- Builds the pipeline of potential future donors that will allow the organization to strengthen its relationship with its existing giving base and broaden its support across generations, socio-economic sectors, races, religions and giving ability. Approaches appropriate constituencies to increase and diversify philanthropic giving.
- Develops and oversees the social media, marketing and communications strategies that will advance awareness and engage the community to support the mission of LifePath.

- Participates in speaking engagements and with media as needed to promote LifePath Christian Ministries.

Revenue Development

- Building on a strong experience base and creative intellect, designs and pursues growth strategies for existing fundraising.
- Identifies new opportunities to expand organizational funding and design, plans and leads successful new fundraising initiatives based on well-crafted strategy.
- Actively supports organizational events to help secure sponsors, promote attendance, and cultivates/manages event-related relationships as part of stewardship plans.
- Assumes bottom line responsibility for LifePath Christian Ministries income goals.

Donor Relations and Cultivation

- Creates, implements, manages, and assesses a comprehensive donor relations plan to support organization's fundraising efforts including responding to donor concerns and/or requests, gift acknowledgements, program information and stewardship.
- Works closely with Leadership and Volunteers to identify prospective donors and develop a strategy for introduction, cultivation, and engagement.
- Fosters a positive, ongoing relationship with donors and ensures a long-term relationship is forged by maintaining contact and proactively educating donors on outcomes and results of Lifepath Christian Ministries efforts.
- Designs and implements growth and retention strategies with existing volunteers/donors and opportunities to forge new donor relationships.

Leadership and Team Development

- Works in connection with the CEO to develop, implement and evaluate LifePath's development strategies and present to the Philanthropy Committee Chair for consideration.
- Manages and nurtures Advancement, including hiring, training, and evaluating performance. Contributes to continued growth of organization through team development meetings.
- Directly manages multiple Advancement team members and assigns goals/objectives and manages performance metrics that drive organizational advancement objectives.
- Defines and implements strategies for portfolio and prospect management for Advancement team.
- Leads the team in the advancement of the mission of LifePath Christian Ministries through the raising of funds, the development of volunteers, cultivation of donors and partners, and in increasing the community awareness of the organization.

Other Duties:

- Attends Board of Directors meetings as needed.
- Any other duties as required by supervisor.

Performance Standards:

- Be a servant leader who gracefully navigates the unique dynamics of working in a Christ-focused organization while being a proactive leader.
- Demonstrate the ability to work well with diverse constituencies – a consensus builder with the ability to form coalitions among differing viewpoints.
- Be a self-starter capable of quickly identifying critical issues and developing solutions and plans to accomplish objectives.
- Display a level of maturity, compassion, and a leadership style that will create trust, enthusiasm, and confidence.

- Be energetic, positive, intelligent, and hands-on with a strong sense of team, able to maintain and grow the mission and vision of LifePath Christian Ministries.
- Maintain an open, candid, transparent management style.
- Be dynamic and innovative; able to approach difficult problems from multiple directions and promote new ideas.
- Be socially graceful, energetic, outgoing personality who mixes readily and well with a variety of constituencies.
- Be trustworthy; operate with the highest level of integrity and ethical behavior.
- Ability to maintain a sense of humor.

Special Skills/Education/Training Requirement:

- Minimum of a Bachelor's degree and/or CRFE is preferred or equivalent experience of three to five years with a nonprofit.
- Knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Experience working with DonorPerfect is a plus.
- Must possess computer skills with emphasis on Microsoft word, excel, power point and outlook.
- Must have the ability to speak to groups and media regarding LifePath Christian Ministries programs and activities. Must possess the skills to lead and motivate the Advancement team members.

Physical Factors:

- Ability to stand and/or sit for long periods of time, reach, lift, bend, kneel, stoop, climb stairs, push, and pull items weighing 25 pounds or less; manual dexterity; auditory and visual skills; ability to follow written and oral instructions and procedures.
- Excellent reading and writing skills; typing/computer usage; proficient interpersonal relations and communicative skills; ability to follow written and oral instructions and procedures.
- Possess a valid Pennsylvania Driver's License
- Have no more than two moving violations in a 3-year period or more than one accident in a 1-year period
- Proof of insurance on personal vehicle (current)

Working Conditions:

Inside and outside environment

Approved: November 9, 2021



Human Resources



CEO

Receipt and Acknowledgement

I acknowledge and understand that:

Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

This job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Job duties, task, work hours, and work requirements may be changed at any time.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules, and regulations of LifePath Christian Ministries.

This job description reflects management's assignment of essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this job description.

Print Name: _____

Signature: _____

Date: _____