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DIRECTOR OF ADVANCEMENT – Faith based, non-profit organization seeks one who will be responsible for advancing the organization through development efforts that will include: strategic planning in the areas of fundraising, donor care and cultivation, and donor advertising and acquisition. This can be a heavy part-time or full-time position. Male and female applicants welcome.

Duties and Responsibilities:

- Develop a comprehensive understanding of all facets of the ministry and be able to winsomely communicate the vision and mission of the organization
- Facilitate the development of an annual Advancement Plan, identifying revenue sources for the organization as well as opportunities to care for and cultivate relationships with current and prospective donors
- Provide strategic planning and oversight for all fundraising events
- Acquire, cultivate and enlist other support for the organization’s mission through public relations, partnership with churches, direct mail, special events, and planned giving
- Utilize the donor data base to optimize fundraising effectiveness
- Coordinate representation of the organization at all donor-related events
- Create and administrate all printed and electronic donor communication content

Education/Experience:

- Experience in development, public relations, communications, and/or sales preferred
- A Bachelor’s degree is required

Qualifications:

- Personal, professional and public integrity
- A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill the organization’s mission
- Ability to take initiative and be proactive
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting
- Effective public communicator
- Highly Relational
- Strong written and verbal communication skills
- Proficient in Microsoft Office

Please submit cover letter and resume to:

info@caringsolutionspc.com