



DIRECTOR OF ADVANCEMENT JOB DESCRIPTION

Department: **Advancement**
Reports to: **Executive Director**

SUMMARY

The Director of Advancement is charged with leading the work of fundraising, grant writing and public relations. Functions as a support structure for the Executive Director and is a key member of the HFIC management team to ensure organizational success.

RESPONSIBILITIES

- Responsible to help set goals for and achieve annual objectives in annual giving, capital giving, endowment giving, and planned giving.
- Manage portfolio of relationships: identify, manage, and advance individuals and organizations from prospects to long-term faithful supporters, to capital givers, and finally to estate givers
- Execution of annual fundraising/development plan to meet financial needs of HFIC
- To lead the implementation of an organization-wide database and maintain the development records (tracking donor participation, identification, and cultivation of prospects) in that database.
- To oversee mass assigned donor and public relations mailings and e-mail communications utilizing staff, interns and volunteers.
- To assist the Executive Director in working with the Deputy Director to obtain documentation of active programs, including fundraising/development and programmatic metrics, so as to document program effectiveness and changes made for improvement.
- Create materials for fundraising activity and results for presentation.
- Ensure that information reporting, database, and data processing functions of the department are met.
- Prepare effective funding proposals for church, foundation, and corporate entities. Develop and implement public relations program, marketing, and communications,, emphasizing outputs of mission
- To work with the Executive Director to ensure that all fundraising and community relations programs are consistent with the overall mission and with the philosophy and concepts of each program and service.
- Oversee implementation of HFIC events with particular focus on increased attendance and setting/meeting fundraising/development goals for each event
- Supervision and support of part time development volunteers
- Fulfill other duties as assigned

QUALIFICATIONS/EDUCATION/EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Growing, personal relationship with Jesus Christ
- Agreement with and commitment to [HFIC's faith statement and philosophy of ministry](#)
- Personal commitment to generosity and a commitment to cultivating generosity in others for the expansion of the Kingdom of God
- Unique combination of external relations and administrative personality and skill sets



- Eager and comfortable meeting new people, cultivating relationships and developing a culture of generosity inside HFIC and with existing donors
- Ability to expand donor base without compromising the mission of HFIC
- Ability to convert lapsed donors into current and ongoing donors
- Some knowledge of planned giving is preferred
- Associate's degree required, bachelor's degree preferred.
- Minimum of two years' experience in office administration, fundraising, marketing/communications and/or public relations.
- Proficient with modern technology
- Organized and able to create systems for replication of repetitive tasks. Ability to read and interpret grant writing regulations, contracts, and other complex material.
- Ability to build and understand budgets and present financial information in narrative report form.
- Ability to grasp the big picture consequences of individual decisions is essential.
- Ability to prioritize and work under demands of short time lines and required deadlines.
- Knowledge of faith-based organizations and how they operate.

APPLICATION INSTRUCTIONS

To apply for this position, please send a cover letter, resume, and statement of personal faith to Michael Black: mblack@hope4theinnercity.org.

In your statement of faith, please include the following:

- Brief explanation of when and how you came to faith in Jesus Christ
- Brief explanation of your current faith, including church involvement
- Agreement with HFIC's statement of faith and philosophy of ministry, with any exclusions clearly stated