

## Gideon's Promise

**Job Title:** Advancement Director  
**Reports to:** Executive Director

### OVERVIEW

The successful candidate for the Advancement Director position at Gideon's Promise must be an energetic, amicable and highly organized individual who will give direction to the Advancement Team and supports the efforts of the Executive Director. S/he is a professional who will manage relationships between the organization and its constituents. As a nonprofit organization with an annual budget of \$2.1 million, Gideon's Promise relies on individual, foundation and philanthropic funding to support its mission.

Historically, the organization has fueled its budget through foundation grants, fundraising events, training fees, and campaigns. The expectation of the Advancement Director is to lead the growth of our philanthropic efforts, with a strong focus on building capacity. Additionally the organization would like to pursue opportunities to develop more robust partnerships with law schools, law firms and corporations with an interest in our work. And while the organization has success in obtaining individual giving, the organization desires to formalize our donor giving and cultivation process for financial support at all levels.

Gideon's Promise's fundraising objectives will be driven by a five-person team, which includes the new Advancement Director, Sr. Advancement Coordinator, Advancement Specialist, Public Relations Specialist and Marketing Specialist. The Advancement Director will supervise the activities of these key staff members while working with the Executive Director, President and the Board of Directors.

### DUTIES AND RESPONSIBILITIES

- Provide strong leadership to the design and successful execution of the organization's annual and multi-year fundraising plans, including establishing quantitative and qualitative goals for revenue from all philanthropic sources and the strategies to achieve them.
- Develop and implement a comprehensive short and long-term development plan to meet established goals and objectives. This includes, but is not limited to, strategic initiatives for securing major gifts, annual events and appeals, corporate and foundation grants, defining stewardship and prospecting tactics, cultivation events, and developing new approaches to grow Gideon's Promise's donor base.
- Provide daily management of Advancement staff including establishing annual goals (to support overall goals established in the advancement plan), provide regular performance reviews and appropriate recognition, and support ongoing professional development opportunities.
- Serve as the campaign director and provide direct daily management of specifically focused initiatives to secure major gifts and leadership gifts in support of campaign goal.
- Work collaboratively and creatively with marketing staff to appropriately position development opportunities and integrate messages in publications, grant submissions, reports, and collateral materials for cultivating and stewarding donors.
- Clearly articulate and promote a strong case of need for philanthropy and build opportunities to create and sustain a culture that understands the relationship between philanthropy and Gideon's Promises services.
- Oversee management of gift processing and donor acknowledgement, the donor database, and financial reporting and manage accompanying information systems.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure or increase giving from donors.

- Develop strategies for existing donors to effectively move them through a meaningful cycle of giving.
- Meet regularly with the Executive Director regarding program goals and initiatives and routinely report to the Board of Directors and appropriate committees.
- Attend networking events and activities that support strategic objectives.
- Represent Gideon's Promise at speaking engagements and external events.
- Serves as a member of the leadership team.

## QUALIFICATIONS

- A passion for relationship building and donor cultivation.
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Proven track record in achieving over \$1 million in annual revenue including individual, corporate partnerships, public and private grants.
- Minimum of 7+ years of increasing responsibility in non-profit fundraising.
- Excellent managerial skills including at least two years of previous experience successfully managing development staff.
- Ability to balance multiple priorities in a complex environment.
- Working knowledge of development best practices, trends in development, fundraising tools and technology, e-mail and online campaigns, and donor research.
- Extreme discretion, attention to detail, and a commitment to excellence.
- Experience with social justice issues and passion for field highly desired.
- Excellent verbal communication skills and demonstrated ability to write clearly, persuasively and accurately.
- Ability to work well with Board of Director's and inspire their enthusiasm.
- Highly motivated individual with strong strategic and management skills who can work effectively, both independently and in a team.
- Proficiency with Salesforce and/or other donor databases.
- Ability to travel and work some weekends when necessary.
- Bachelor's degree required, advanced degree preferred.

This is a full-time position. Salary is commensurate with experience and qualifications.

To submit an application for this position, log onto [www.ourfundraisingsearch.com](http://www.ourfundraisingsearch.com) and submit your resume and cover letter. If you have application questions, please email them to [ourfundraisingsearch@gmail.com](mailto:ourfundraisingsearch@gmail.com).