

Job Description

Job Title:	Advancement Officer
Job Category/ FLSA Status:	Advancement/Exempt
Accountability:	Executive Director of Advancement
Authority:	As Assigned

Position Description: The Advancement Officer is responsible for assisting with the oversight of implementation of a strategic and collaborative approach to meeting fundraising goals, which includes major gifts, corporate donations, grant solicitation, special events, planned giving and in-kind resources.

Major/Essential Functions:

Assist and planning development activities.

- Collaborates with the President and Executive Director of Advancement to create a fund development plan, which increases revenues to support the strategic direction of the organization.
- Implements the fund development plans in accordance with ethical fundraising principles.
- Monitors and evaluates all fundraising activities to ensure that goals are being achieved.
- Monitors trends in the community or region and adapt fundraising strategies as necessary.
- Cultivates and calls on current donors and prospects.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Researches organizations & foundations and individuals to insure maximum giving levels.
- Prepares and submits grant applications to generate funds for the organization.
- Implements and oversees year-end and special mailings (regular & emails)
- Identifies and develops corporate, organizational, community and individual prospects for the organization's fundraising priorities.
- Oversees the administration of a donor mailing list and database, which respects the privacy, and confidentiality of donor information.
- Coordinates in-kind donations and make decision regarding the issuing of receipts.
- Engages volunteers for special fund development projects using established volunteer management practices.
- Manages fund development budget
- Develops and gains approval for an annual income and expenditure budget for the fund development program.
- Prepares regular reports on progress, budgets, receipts and expenditure related to fundraising and the management of the fund development activities.
- Monitors expenses, analyze budget reports on fund development, and recommend changes as necessary.
- Coordinates, with the Director of Marketing, the design, printing and distribution of marketing, and communication materials for development efforts.
- Builds relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Monitors operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

- Perform related duties as required.

Qualifications:

Required:

- Bachelors' Degree from and accredited institutions with three years of proven record of accomplishments in fundraising for nonprofits, including special events, planning and management.
- Valid driver's license.
- Be a committed Christian.
- Be in agreement with the doctrinal position of the college and able to sign the doctrinal statement without reservation.

Personal characteristics:

- Creativity/Innovation: Develops new and unique ways to improve the fundraising organization and to create new opportunities.
- Ethical Standard: Understands ethical behavior and business practices and ensures own behaviors are consistent with these standards.
- Build Relationships: Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicates Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Focuses on Donor Needs: Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters.
- Fosters Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Ability to adapt and respond to various situations.
- Knowledge of the basic understanding of the management of volunteer resources.
- Excellent interpersonal skills and a demonstrated record of completing assignments.
- Excellent interpersonal/human relations skills.
- Excellent verbal and professional written communication skills.
- Proficiency in use Microsoft Word and Excel, PowerPoint, Internet, Fundraising Software

Measurable Expectations/Fiscal Responsibilities

- Performance relative to annual performance reviews related to competencies and goals.
- Achievement of established goals and effective reporting of outcomes compared to goals relative to events and activities and ongoing weekly, monthly and annually.
- Preparation and submission of weekly, monthly and annual reports as required.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Normal office environment
- Travel as required for fund raising, development and maintaining relations with friends of CBS and the community.
- Ongoing evening and weekend events and interactions will be required throughout the year.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.