



POSITION DESCRIPTION

Director of Advancement	
Department: Advancement	Status: Regular Full-time, Exempt
Reports to: Vice President of Advancement	Last Reviewed: December 2022
Titles reporting to this role: Grant Manager, Community Partnership Coordinator (Grant Writer), Advancement Officer, Resource Development & Marketing Coordinator, Marketing & Communications Manager, Special Events Coordinator	Next Review Date: March 2023

Position Summary:

Under the direction of the Vice President of Advancement, the Director of Advancement will lead the efforts in establishing the agency marketing strategy, fundraising plans and fundraising efforts, including the corporate and foundation grants, elements of the governmental grants program, legacy/planned giving program, major gifts program, in-kind donations, volunteer programs, special events, and Individual Giving program through identification, cultivation, solicitation, and stewardship of current and new prospective donors. The Director of Advancement will work in collaboration with all members of the Advancement Department, Program Staff members, C-suite (President/CEO, COO, and CFO), members of the Senior Management Team and Board of Directors, as necessary, to support the delivery of services and goods.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Strategic Leadership

Develop innovative and strategic partnerships that will help to build sustainable fund development program and thus create partnerships to increase Casa Central assets and footprint with existing donors, new prospect donors, foundations, corporations, and others while promoting the mission, vision and values statements of the Agency. Additionally, set the standard for effective leadership, productivity, professionalism, and management by maintaining adherence to Fundraising Code of Ethics through applicable authoritative body Adherence to the Association of Fundraising Professionals (AFP) Donor Bill of Rights. Lastly, under the Direction of the Vice President of Advancement, develop and execute the Agency's resource development strategies as well as the Resource development budget.

Relationship Building

Build and maintain relationships with current and new stakeholders to open opportunities to increase the Agency's assets. Additionally, understand the individual program/department needs as well as resolving external individual concerns and gift-giving goals quickly and efficiently.

Prospecting & Grants

Develop prospects, prospect pipeline and outreach in various market areas while building resources and connections to implement the program. In addition, oversee the full range of activities required to prepare, submit, and manage grant applications to foundations and other funding sources. When necessary, perform or coordinate prospect research on foundations and corporations to evaluate the prospects for grants. Lastly, in collaboration with the Vice President of Advancement, assist with closing high-profile gift giving opportunities by coordinating requirements; developing and negotiating contracts; and integrating contract requirements within the Agency's operations.

Gift Giving and Fundraising

In collaboration with the Vice President of Advancement and the President/CEO, evaluate existing systems and implement an overall individual giving program while preparing a comprehensive plan to achieve gift-giving goals that meet the overall needs of the Agency. Additionally, develop and manage a portfolio of current and prospective individual donors to cultivate and encourage new gifts, renewed, increased, and major gift donations, while learning the interests of current donors. Lastly, oversee Blackbaud Raiser's Edge NXT Pro ensuring the quality and timely submission of all donations including monetary and in-kind, grant applications, reports, and data.

Special Events, Community Outreach, Marketing, and Public Relations

Plan and execute the various events with the Agency's President/CEO, Vice President of Advancement, Advancement Officer, Advancement Committee, Special Events Coordinator, Marketing and Communications Manager, Board of Directors, and other members of the Resource Development and Marketing staff while monitoring event timelines and ensuring all deadlines are met. In addition, work with the Resource Development and Marketing Department to create or update marketing materials, invitations, flyers for new initiatives, social media and website communications, and other materials to share Casa Central's Mission, Vision and Values. Lastly, represent Casa Central at external events, to public and private groups; initiate, and cultivate relationships with supporting agencies and organizations.

Volunteer Program

In collaboration with the Advancement Officer, oversee key elements of a well-established Volunteer Program including recruitment, vetting and selection, placement, support and oversight, recognition and retention both onsite and virtual. Additionally, develop volunteer-to-donor and donor-to-volunteer initiatives to increase individual donations from volunteers as appropriate. Lastly, in collaboration with Agency Vice Presidents, program directors and facility management assess the need for volunteers to enhance program/service delivery.

Technology

Responsible for supervising the correct usage of the Donor Database (Blackbaud Raiser's Edge/NXT Pro), which includes the clean-up of the donor database, gift acknowledgement, reports and mailing lists. Supervise the Fundraising Event Management Software (OneCause) to ensure efficiencies and processes with event management, online giving, and peer-to-peer cloud-based solutions.

Goals, Budget and Metrics

Work with the Vice President of Advancement to develop overall fundraising budget goals and metrics while identifying trends and needs through captured data via surveys. Additionally, track performance of all special programs and events through established metrics as well as outcomes of prospects by establishing department standards.

Board Commitments

In collaboration with the Vice President of Advancement and President/CEO, provide strategic advice to the Board of Directors, including the Board Chair and Board Vice Chair, for future gift giving opportunities and supervise the Advancement Officer's role as the Emerging Leaders Auxiliary Board (ELAB, Jr. Board) Staff Team Lead. Responsibility to regularly prepare reports and metrics to the Vice President of Advancement for the Board of Directors Advancement Committee. Also, collaboration and relationship building with Casa Central's Emeritus Advisory Board members.

Compliance and Memberships

Ensure compliance with charitable trust requirements of the State of Illinois in collaboration with members of Senior Management as well as IRS requirement of donor communications and donation reporting, when applicable.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Must possess, as a minimum, a bachelor's degree in a Business-related field. Master's Degree preferred. Proven success in resource development in the nonprofit sector, with a minimum of 7 or more years of experience in nonprofit resource development and marketing oversight. Knowledge of philanthropic community in Chicago preferred. Ability to travel locally with some overnight regional travel up to 50% of the time.

Language Skills:

Bilingual Spanish preferred.

Vehicle and License:

Must have a valid Driver's License Class D, up to date vehicle insurance coverage and completed Motor Vehicle Report in order to drive on behalf of the agency when conducting business for the agency. Must possess a personal vehicle for business use.

Computer Literacy & Knowledge Skills Abilities:

Proficiency with Microsoft Office software including Word, Excel, PowerPoint. Knowledge of Blackbaud Raisers Edge NXT Pro donor database preferred.

Mathematical Skills:

Basic skills as needed to work with fiscal matters, budgets, and expense reports.

Operating Environment and Working Relationships:

Is an integral member of the Resource Development team involved in fundraising efforts, stewardship of donors and agency supporters, and developing and disseminating information about agency work to outside audiences. Works collaboratively and routinely with all Casa Central Programs and departments.

Decision Making Authority:

Exercises discretion, independent judgment in executing tasks. Strong critical thinking skills and ability to conceptualize and execute strategies to meet goals.

People Management:

Exceptional interpersonal skills. Ability to establish and cultivate relationships with others both internally and externally, to achieve organizational goals. Ability to lead and motivate a team of dedicated professionals. Strong judgment and problem-solving skills.

Remote Work/Technology (WIFI)/Mobile Phone Reimbursement:

Eligible for remote work and requires the use of personal mobile phone. Reference Casa Central's Flexible Work Arrangement Policy for reimbursement information.

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 essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25 lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

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

- The 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, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

