

## **Job Description: Advancements Director**

**Position Overview:** The Advancements Director will lead and oversee the strategic planning and implementation of fundraising, donor relations, and community engagement initiatives to advance the organization's mission. This leadership role is central to developing sustainable funding sources, fostering stakeholder relationships, and promoting organizational growth.

### **Key Responsibilities:**

#### **Strategic Leadership:**

1. Develop and execute a comprehensive advancement strategy that aligns with the organization's goals.
2. Identify and cultivate relationships with major donors, corporate sponsors, and philanthropic foundations.
3. Collaborate with the executive team to ensure alignment of advancement initiatives with organizational priorities.

#### **Fundraising and Development:**

1. Plan and implement annual fundraising campaigns, capital campaigns, and special events.
2. Oversee grant writing and reporting processes, ensuring timely submissions and compliance with funder requirements.
3. Establish and manage donor recognition programs to enhance engagement and retention.
4. Develop innovative approaches to diversify funding streams and maximize revenue.

#### **Community Engagement:**

1. Build strong relationships with stakeholders, including community leaders, partners, and volunteers.
2. Representing the organization at community events, conferences, and networking opportunities to enhance visibility and engagement.
3. Develop and execute communication strategies to keep stakeholders informed and engaged.

#### **Team Leadership:**

1. Lead and mentor the advancement team, fostering professional growth and a collaborative culture.
2. Oversee the recruitment, training, and management of staff and volunteers involved in advancement efforts.
3. Monitor team performance and provide regular feedback to ensure goal achievement.

**Performance Measurement and Reporting:**

1. Establish metrics to evaluate the effectiveness of advancement initiatives.
2. Prepare and present regular reports on fundraising performance and community impact to the executive team and board of directors.
3. Utilize data-driven insights to refine strategies and improve outcomes.

**Qualifications:**

1. Bachelor's degree in Non-Profit Management, Business Administration, Communications, or a related field (Master's preferred).
2. Proven track record in fundraising, donor relations, and community engagement, preferably within the non-profit sector.
3. Strong leadership and team management skills.
4. Exceptional communication and interpersonal abilities.
5. Experience with CRM software and other fundraising tools.
6. Ability to analyze data and develop data-informed strategies.
7. A passion for the organization's mission and a commitment to advancing its goals.

**Key Competencies:**

1. Strategic thinking and vision.
2. Relationship-building and networking.
3. Creativity and innovation in fundraising strategies.
4. Excellent organizational and project management skills.
5. Commitment to ethical fundraising practices.

**Work Environment:**

- Hybrid work options may be available.
- Occasional evening or weekend work required for events and donor meetings.
- Travel may be required to meet with donors and attend networking events.

**Application Process:** Interested candidates should submit a resume, cover letter, and references to [artsunlimitedsouthwest@gmail.com](mailto:artsunlimitedsouthwest@gmail.com). Applications will be reviewed on a rolling basis until the position is filled.