



FRIENDSHIP COMMUNITY
Director of Advancement

The Director of Advancement is responsible to plan, develop, implement, market and direct a comprehensive fund-raising program on behalf of Friendship Community. This leader shall acquire a comprehensive understanding of the organization and the ongoing needs of the entire organization. As an integral Team Leader, this Director shall communicate the vision and purpose and secure support and resources to enable and facilitate the mission and vision of Friendship Community. This Director is responsible to hire, train, supervise, and direct the Advancement Department Team Members, delegating responsibilities appropriately.

RESPONSIBILITIES: (including but not limited to the following)

- A. Demonstrate a respectful positive attitude that promotes service excellence to Individuals, fellow Team Members, families and the general public.
- B. Promote and encourage, in word and deed, the desired organizational culture and core values of Friendship Community.
- C. Purposefully seek to promote a positive environment and culture of trust that affirms that all persons have dignity and worth.
- D. Commit to a relentless pursuit of excellence.
- E. Articulates the faith and core values ascribed to by Friendship Community.
- F. Relates well to various faith persuasions.
- G. Design and implement a comprehensive advancement plan and appropriate marketing strategies to acquire resources.
- H. Minimize or manage the time commitment of paid employees by utilizing volunteers so time can be invested by donors at events.

SKILLS AND QUALIFICATIONS:

- A. Committed to Mission and Vision of Friendship Community and exhibits a passion for changing the lives of the Intellectually Disabled.
- B. Skilled communicator, possessing the ability to speak effectively in both large and small settings, with strong written abilities.
- C. Strong organizational and team management skills in order to meet expected goals and deadlines.
- D. Good research and resourcing skills to identify, cultivate and acquire new and viable funding sources.
- F. Highly computer literate with knowledge of Donor Perfect or other donor tracking software.

WORKING CONDITIONS/PHYSICAL FACTORS:

- A. Work will predominately require individual to work in an office environment and out of the office with donors.
- B. May *occasionally* need to work outdoors and after hours for meetings or other fundraising events.
- C. Requires climbing stairs *occasionally* and lifting up to 50lbs.

EDUCATION/EXPERIENCE REQUIREMENTS:

- A. Minimum of a Bachelor's Degree in a related field.
- B. Has had 5-7 years of experience with growing responsibilities in fundraising or a related field.
- C. Minimum of 4- 5 years of supervisory responsibility preferred.

To apply, please visit FriendshipCommunity.net → Employment → Apply Now.