

JOB DESCRIPTION

POSITION: Advancement Manager

Status: Exempt

Department: Advancement

Reports To: Executive Director

SUMMARY

In collaboration with the ED, the Advancement Manager develops and implements an integrated, comprehensive fundraising strategy and system for Connect Medical Clinic. S/he leads all revenue generating activities to meet established annual revenue targets, building an engaging program of giving and stewardship.

This system includes annual, monthly and major gift campaigns and establishing strategic meetings with donors and prospective donors to create and foster relationships with Connect. The Advancement Manager will oversee various donor communications, annual events, appeals, and special events. Donor acquisition and retention are included in the strategy/system to assure that the organization has adequate funding to implement the corporation's vision, mission and goals.

S/he is responsible to assure that Connect Medical Clinic is a leader among community nonprofits as measured as such: externally in terms of total dollars, percentage participation, consistency of giving and average gift size; internally in terms of clean data, ease of access to data and timely donor stewardship.

The Advancement Manager shall be convicted first as an individual that they are called by God and anointed to serve in this position.

QUALIFICATIONS

General:

- Must be a committed Christian who demonstrates a personal relationship with Jesus Christ.
- Expresses full agreement with and ability to uphold the Connect Medical Clinic Mission Statement, Statement of Faith, Core Values, Code of Christian Conduct, and Principles of Discernment.
- Exhibit a strong commitment and dedication to the sanctity of human life, sexual purity and have a sincere desire to reach out to at-risk, abortion-vulnerable and abortion-minded women.
- Ability to comply with the policies and procedures of the clinic, including following and respecting confidentiality and HIPAA regulations for the patient and the clinic operations.
- Dependable, stable individual who is capable of following through on commitments. Effectively works with little or no supervision.
- Must be able to demonstrate proficiency in Core Competencies.

- Must provide spiritual leadership, encouragement, and support to employees.
- Must feel called and willing to serve the Lord in the capacity as described in this job description.

Specific:

- Proven ability to create and implement fundraising strategies to meet or exceed goals.
- Initiative to actively seek and deepen current donor relationships and forge new community connections. Experience and aptitude for relationship building and stewarding.
- Team player who is skilled in active listening and a motivated leader with high emotional intelligence.
- Ability to read, analyze, and interpret professionally related material, financial reports, and legal documents.
- Excellent written and verbal communication skills. Ability to convey complex ideas through brief, simple materials and present the mission of the clinic in a compelling way to the general public.
- Experience and credibility when presenting materials to external audiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the Executive Director in the development of long-term revenue forecasts and in providing regular reports to monitor the status in meeting revenue goals.
- Provide leadership and long-term vision to increase and maintain healthy donor engagement while managing day-to-day tactics necessary to meet or exceed annual revenue goals.
- Provide research and develop strategies to the ED to deepen/cultivate established donors and launch new donor initiatives.
- Develop and grow a portfolio of individual donors who have the capacity to give major gifts.
- Create, manage, and implement a strategy to build a diverse pipeline for major donors and monthly donors, as well as ministry and corporate partners.
- Set and meet annual/ monthly/ weekly goals for personal visits with Donor pool, key volunteers and Ministry Partner leadership. Facilitate meetings with the top 20% donor base and the ED.
- Design and oversee annual fundraising events, donor engagement strategies and community awareness campaigns with emphasis on donor relationships and donor care. Effectively participate in planning committees. Delegate and oversee tasks to Clinic Coordinator.
- Formulate and execute a communication program to support annual giving. Provide content for written and online publications.
- Manages Advancement budget.
- Utilize fundraising software to provide revenue outcomes; assure integrity of the donor database including contact reports, notes, gift designation.

- Researching public and private grant agencies and foundations to fund the current operating budget or upcoming capital campaigns. Complete proposals, submit for funding and follow up with individuals and/or foundation.
- Speaking publicly on the mission and vision of the clinic, always in a positive manner consistent with the Mission, Vision, and Core Values of Connect, and always in support of the EDs leadership.
- Research, disseminate and report pertinent statistics to ED in terms of program outcomes and revenue goals, as well as Connect's performance in relation to other community nonprofits as measured externally in terms of total dollars, percentage participation, consistency of giving and average gift size.
- Shows genuine interest in the Connect family of support. Makes people's day better and cultivates goodwill in the community.
- Attend fundraising and advancement training events

EDUCATION, CERTIFICATES, LICENSES, REGISTRATIONS

- An associate's degree or higher with two or more years of related experience and/or training is preferred.
- Experience with public speaking.
- A current driver's license.