

## JOB DESCRIPTION

**Job Title:** Director of Advancement

**Reports To:** SVP Advancement and Communications

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**Ministry:** Advancement **Full-time or Part-time:** FT

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**Supervisory (# of staff supervised):** None

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### **ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS**

Because World Impact is a Christian missions organization with a written doctrinal statement, World Impact reserves the right to employ only people who are born-again believers in the Lord Jesus Christ as their personal Savior, and who are in full accord with our ministry's doctrinal statement. Service is at the will of either the staff member or missionary, or World Impact. This means that the staff may quit at any time with or without notice and World Impact may terminate the service agreement at any time with or without notice. There is no promise that service will continue for a set period of time. Nor is there a promise that service will be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it. World Impact, Inc. retains the discretionary right to terminate any staff member, including missionaries, at any time and for any reason deemed to be in the best interests of the ministry. These policies do not constitute a contract, expressed or implied, to continued employment, and said policies do not alter the status of any at-will service member under the laws of the state.

### **Education:**

- Bachelor's Degree, Master's Degree Preferred (or equivalent experience)
- Advanced understanding of gift planning instruments
- CFRE Accreditation Preferred
- 7+ years non-profit development experience required, with minimum 3 years in faith-based major gifts role

### **Job Summary:**

Primary responsibility is to build integrity-based relationships with individuals, foundations and other sponsors directly leading to major financial gifts to advance World Impact's mission. Based on biblical philosophy, this role can have a pastoral element with certain donors but will be defined by measurable expectations of gift production. Key performance objectives and time allocations are:

1. Proactively build relationships with a portfolio of major donors/prospects and foundations, resulting in 20-25 face-to-face or Zoom meetings per month. 55%
2. Network to acquire new prospective donors and financial sponsors. 20%
3. Consistently provide CRM documentation and assure all designated follow-up activities are performed. 15%
4. Proposal/presentation creation and coordination, and other role-related activities. 10%

### **Qualifications & Expectations:**

#### **CORE COMPETENCY**

1. **Mission Driven:** Demonstrates commitment to the mission of World Impact as a whole and is aligned with organizational values
2. **Collaboration:** Helps colleagues as needed, views responsibilities as shared
3. **Adaptability:** Adapts and responds to change effectively; proactively seeks opportunities to be supportive of change and serve our mission
4. **Communication:** Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening

5. **Ownership:** Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
6. **Expertise in area of focus:** Has skills and expertise in area of technical or functional expertise

**LEADERSHIP COMPETENCIES**

1. **Initiative & Results Driven:** Makes and executes strategic plans to enhance intended impact, adjusting course as needed
2. **Strategic Thinking:** Considers the future of World Impact proactively and responsively; weighs diverse inputs to inform strategies; identifies innovative opportunities when relevant
3. **Develops & Motivates:** Motivates others and supports their development through strong coaching and mentoring
4. **Emotional Awareness:** Understands own emotions and others', and responds with empathy
5. **Organization & Systems:** Has a robust understanding of the community served and the landscape in which the organization operates, and actively applies that knowledge

**Physical Requirements:**

- Sedentary Work. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk and hear, both in person and by telephone; use close, distance, color, and peripheral vision; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; lift minimum 10 pounds.

**Essential Duties & Responsibilities:**

**Interpersonal**

- Highly collaborative style, values team and models servant leadership
- Actively collaborative with Ministry Developers and other Field Staff to deliver donor-centric strategy
- Possesses high integrity and able to maintain high degree of confidentiality
- Proven history and ability to articulate personal understanding of principles of biblical stewardship
- Demonstrated history of personal, sacrificial giving and commitment to the church

**Operational**

- Highly capable in managing a growing portfolio/caseload of 100-150 major donors, foundations, sponsors
- Entrepreneurial, proven self-starter, willing to travel significantly each month (50%-60%)
- Experience developing and implementing communication strategies and individual marketing plans for high-capacity donors, foundations, churches and other potential funders.
- Highly committed to documentation of communications, specifically through CRM platforms
- Provides active leadership in planning and participating in major donor and other events

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.**

**I have read the above job description and I believe I can perform the job.**

**Staff Person's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**