



Director of Advancement

Department: Advancement

Reports to: Chief Advancement Officer

Position Summary

As a Director of Advancement (Major Gift Officer), you will play a crucial role in securing significant financial support for our mission. The focus of this position is to develop and manage a portfolio of major level giving donors (\$25k - \$250k) by initiating, cultivating, soliciting, and stewarding relationships with individuals, couples, and families who partner financially with Haggai International.

Key Responsibilities

- **Donor Cultivation and Stewardship**
 - Be “high touch, high communication” with their portfolio.
 - Build and maintain relationships with donors through personalized communication and engagement; including phone, email, video and in-person, aligned with our Transformational Giving Experience.
 - Conduct regular donor meetings and calls to deepen connections and understand their philanthropic goals.
 - Develop and implement comprehensive stewardship plans to recognize and thank donors for their support.
- **Major Gift Fundraising**
 - Identify, qualify, and cultivate major gift prospects through research and networking with potential major donors who align with our mission.
 - Develop compelling proposals and presentations to effectively communicate Haggai International's impact and fundraising priorities.
 - Conduct face-to-face meetings, phone calls, and virtual presentations to solicit major gifts.
 - Manage a portfolio of approximately 100 major gift donors, providing exceptional stewardship through regular communication, acknowledgment of gifts, and personalized donor experiences.
- **Fundraising Strategies**
 - Develop and implement innovative fundraising strategies to increase major gift revenue.
 - Measure, track, and grow donors' affinity with the ministry by creating engagement opportunities as well as creating a giving community for donors to participate in.
 - Track and analyze fundraising performance metrics to measure success and identify areas for improvement.
 - Stay informed about industry trends and best practices in fundraising.
- **Donor Database Management**

- Maintain accurate and up-to-date records of donor information, interactions, and gifts in the CRM system.
- Utilize data analysis to identify trends and opportunities for increased donor engagement.

Qualifications

- Minimum of 5 years of experience in major gift fundraising, or outside sales.
- Proven track record of securing significant gifts or closing six-figure proposals.
- Strong understanding of fundraising principles, techniques, and best practices.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and the ability to build rapport with diverse individuals.
- Self-motivated and results-oriented.
- Strong organizational and time management skills.
- Proficiency in CRM software and Microsoft Office Suite.
- Passion for the mission of Haggai International and a commitment to Christian values.

Compensation and Conditions

- Salary based. Commensurate with experience and productivity.
- Benefits as described in the Employee Handbook (subject to change as the need arises).
- Location: Major city on East Coast, USA, close to a major airport.
- Travel: 30% - 50% overnight travel required.
- Satisfaction of contributing significantly to reaching a lost world for Christ.

Competencies *(required for this position)*

- **Action Orientation**
 - Displays a sense of urgency
 - Is a speedy and timely decision maker
 - Is ambitious and driven
- **Comfortable with Ambiguity and Paradox**
 - Can act even though the details are unresolved
 - Is comfortable leaving issues open and waiting for resolution or answers
 - Is at ease with theory and the unknown
- **Ambition**
 - Has a strong sense of career
 - Has a sense of vision and purpose
 - Wants to have impact and influence; committed to making a difference
- **Analytical Thinking**

- Needs to understand and have insight
- Is good at and enjoys solving problems
- Is comfortable and good at formulating strategy
- **Business Acumen**
 - Maximizes revenue, net income, and cash flow
 - Is comfortable containing costs and managing budgets
 - Uses resources wisely and to advantage
- **Customer Service Orientation**
 - Is driven by the desire to serve the customer; focused on customer needs
 - Responds as promptly as possible to customer needs and requests
 - Knows customers, alliances, and partners well and supports them in appropriate ways
- **Diplomacy**
 - Has the interpersonal savvy for maintaining relationships
 - Is easy to work with
 - Maintains good relations with a variety of people
- **Follow Through**
 - Keeps focus on priorities; perseveres; delivers
 - Does not let the details fall between the cracks
 - Stays with a project through to its conclusion
- **Comfortable Working Independently**
 - Is comfortable working alone when necessary
 - Does not require close supervision
 - Does not need others to provide structure
- **Self Development**
 - Uses all available resources for personal improvement, seeks opportunities to learn
 - Seeks and uses feedback; is open to criticism
 - Non-defensively assesses own strengths and weaknesses
- **Teamwork and Cooperation**
 - Is able to subordinate personal needs to team success
 - Is willing to follow or lead based on the team's need; is approachable
 - Is committed to building the spirit of the team; genuinely enjoys being a part of a team