



Director of Advancement - Mid-Level

Department: Advancement

Reports to: Chief Advancement Officer

Position Summary

As a Director of Advancement (Gift Officer), Mid-Level, you will play a crucial role in securing financial support for our mission. The focus of this position is to develop and manage a portfolio of leadership-level giving donors by initiating, cultivating, soliciting, and stewarding relationships with individuals, couples, and families who partner financially with Haggai International. The position is also tasked with evaluating giving levels to identify high capacity donors.

Key Responsibilities

- **Donor Cultivation and Stewardship**
 - 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.
- **Mid-Level Gift Fundraising**
 - Identify, qualify, and cultivate leadership and mid-level gift prospects through research and networking.
 - Prepare compelling proposals and presentations to solicit mid-level gifts.
 - Conduct meetings with donors to secure financial commitments.
 - Researches, identifies, and promotes hand-off of high capacity donors to the appropriate Major Gift Officer.
 - Manages a portfolio of 300 – 400 donors
- **Fundraising Initiatives**
 - Collaborate with the development team to plan and execute fundraising events, campaigns, and initiatives.
 - 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

- Bachelor's degree required
- Minimum of 5 years of experience in fundraising, relational sales, inside sales or related field.
- Proven track record of securing gifts and/or closing new business
- Excellent written and verbal communication skills.
- Strong organizational and time management skills.
- Proficiency in CRM software and Microsoft Office Suite.
- Passion for the mission of Haggai International.

Compensation and Conditions

- Salary based. Commensurate with experience and productivity.
- Benefits as described in the Employee Handbook (subject to change as the need arises).
- Satisfaction of contributing significantly to reaching a lost world for Christ.
- Location: Western, USA.

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