



# KINDLE Director of Advancement Position Description

## **PURPOSE STATEMENT**

The **Director of Advancement** assists KINDLE's Executive Director by providing leadership and expertise for planning, organizing, and directing all of KINDLE's advancement and donor relations efforts, including, but not limited to, annual fund, sponsoring congregations and organizations, endowment, major gifts, planned giving and special events or campaigns.

## **PRIMARY RESPONSIBILITIES**

1. Assist the Executive Director to establish specific short and long-term goals for KINDLE's advancement efforts.
2. Identify, recommend and implement agreed upon, cost-effective structures, strategies, and tools to effectively accomplish advancement goals.
3. Serve as staff leader for advancement-related teams and task forces, as assigned by the Executive Director, aligning team capacities with goals and strategies.
4. Assist the Board of Directors to fulfill its corporate responsibilities regarding advancement and fundraising policies and the individual responsibilities of board members for financial support and volunteer assistance in fundraising efforts.
5. Identify and establish relationships with prospective individual, congregational, corporate, and foundation donors.
6. Cultivate ongoing relationships and maintain strong communication ties with KINDLE Associates, key donors and prospective donors.
7. Assist the Executive Director to establish priorities and assignments for KINDLE representation at key events.
8. Ensure timely and accurate report deliverables related to progress toward advancement goals for the Executive Director, Board of Directors and key stakeholders.
9. Pursue other responsibilities as agreed upon with the Executive Director.

## **QUALIFICATIONS, TRAITS, SKILLS**

1. Has proven successful experience as a fund-raising professional. CFRE or similar credential is desirable, but not required.
2. Demonstrates skills in helping individuals to achieve their philanthropic goals and is comfortable asking for support and involvement in the mission of KINDLE.
3. Is a baptized Christian whose faith is reflected in daily life and practice.
4. Understands Lutheran theology and practice, including the dynamics of congregational ministry.
5. Supports and lives according to the Core Values of KINDLE.
6. Works as a collaborative and communicative team player.
7. Is self-directed, persistent, goal-oriented and committed to ongoing professional growth and development.

8. Able to lead and guide teams to work towards established advancement goals and to carry out specific advancement tasks or projects.
9. Engages and builds relationships effectively with other individuals.
10. Committed to the highest professional standards of development and donor relations.
11. Willing and able to travel nationally with demonstrated effective experience in travel and meeting scheduling.
12. Able to effectively carry out work in a 'virtual' workplace, with demonstrable skills using software applications such as MS Office software, Bloomerang donor database, social media and distance communication applications.

**REPORTING RELATIONSHIP**

The Director of Advancement reports and is accountable to the Executive Director of KINDLE.

**LENGTH OF SERVICE**

A three-year commitment, subject to an annual performance review and renewal agreement, unless negotiated otherwise.

**TIME EXPECTATIONS**

Twenty (20) hours weekly on average.

**SALARY, BENEFITS AND OPERATING FUNDS**

The Director of Advancement is given an annual salary. Three weeks paid vacation will be provided. No additional health or pension benefits are provided. The Director of Advancement will have a budget line for expenses as determined by the annual budget.