

https://newamericanpathways.org/?post_type=jobs&p=12143

Director of Advancement

Description

The Director of Advancement is responsible for managing New American Pathways fund development, community engagement, and communications activities. Reporting to the Chief Advancement Officer, and working closely with Programs, Operations, and Business Management staff, the Director of Advancement plays an essential role in managing and implementing activities that increase, diversify, and sustain philanthropic support and advance organizational visibility.

This position serves as the key contact for foundation, corporate, faith-based, civic, and a select portfolio of public/government prospects and funders as well as to partners and providers who support New American pathway's marketing, communications, and community relations activities. Will supervise Advancement, Service & Volunteerism, and Communications staff.

Responsibilities

- Develops and executes the implementation of the annual fund development plan in consultation with the Chief Advancement Officer.
- Manages the portfolio of institutional (foundation, corporate, faith-based, civic, and some public) donors/funders and maintains current documentation of activity.
- Prepares or delegates preparation of all written proposals, grant applications, sponsorship proposals, and other materials needed to secure institutional and major gifts.
- Supports the development and production of New APs written marketing materials and electronic communications, including, but not limited to, annual reports, webpages, press releases newsletters, social media and brochures, and stewardship communication, among others.
- Coaches, supervises, and evaluates advancement team and ensures staff members have the tools needed to accomplish their jobs.
- Provides guidance to direct reports and tracks performance against development plan.
- Communicates regularly with advancement team to strategize about the status of stewardship, prospecting, proposals, and appeals; evaluates areas needing focus and growth.
- Involves key staff and/or Board members when appropriate in the grant submission process.
- Obtains needed documentation, budgets, statistics, references, and other materials or information as needed for all grants.
- Meet as required with Program Directors, Business Management & HR to ensure that established budgetary revenue and expenses for all grants are understood.
- Prepare reports on progress as required.
- Work with Chief Advancement Officer to create an annual revenue strategy.
- Ensure timely acknowledgment of all grant awards/appropriate recognition of all grantors.

Industry

Advancement

Employment Type

Full-time

- Read and interpret documents such as Request for Proposals (RFPs).
- Serve as a point of contact with external institutional funders.
- Convey New American Pathways' mission to funders.
- Track cultivation efforts in the donor database.

Qualifications

- Bachelor's degree, or an equivalent combination of education and professional experience
- At least 5 years of relevant experience.
- Personal track record of success in reaching and exceeding fundraising goals.
- Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
- Experienced in hiring, mentoring, and retaining staff.
- Demonstrated project management, organization, delegation, and prioritization skills.
- Experience motivating and collaborating successfully with volunteers.
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with development staff, colleagues, volunteers, and donors.
- Commitment to building a welcoming, inclusive, and equitable community where all people can thrive.
- Extensive knowledge of fundraising strategies and principles.
- Excellent management and supervisory skills.
- Experience in identifying, drafting, and submitting proposals for funding from governmental, corporate, or foundation sources and/or experience in sponsored program administration
- Exceptional oral, written, and interpersonal skills to communicate effectively with a diverse constituency, including government granting agencies, corporate funders, and institutional foundations
- Understanding of nonprofit communications and social media platforms, including Facebook, Twitter, and Instagram.
- Understanding of storytelling and communication elements, experience working with diverse populations to gather and share stories preferred.
- Strong planning and organizational skills with the ability to manage multiple priorities/deadlines
- Experience with a refugee serving organization or social services agency preferred
- Knowledge of grant writing
- Some knowledge of different CMS platforms
- Event planning capabilities

Job Benefits

This is a full-time, salaried exempt position with an annual salary range of \$85,000 – \$95,000. Employer benefits include medical, dental, vision, life, and disability insurance. There are 14 paid holidays and a generous paid time off policy. The employee has the option to contribute to 401(k).