

**Job Title:** Chief Advancement Officer

**Department:** Executive

**Reports to:** CEO

**FLSA Status:** Exempt

**Summary:**

The Chief Advancement Officer (CAO) will be charged with creating and executing a development plan, inclusive of corporate and foundation relations, individual major gifts, annual giving, church relations, event development strategy, and donor communications. They will collaborate across the ministry to leverage existing organizational relationships as well as to identify new potential sources of philanthropic support. A key member of the CS Executive Team, the CAO will work closely with the CEO, Development Team, and Board of Directors to apply management strategy to the cultivation, solicitation and stewardship of both individual, church, and organizational donors. They will lead a team of four development staff in creating and executing the organization's fundraising strategy. They will partner with the CEO to drive the organization forward financially through donor care, donor acquisition, development project management, and vision-casting among the CS family and general community.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

The CAO will oversee the development and execution of the following functional areas over time. To begin, priority will be given to solidification of missional understanding and branding. Focus will then shift to the development of an Advancement Plan including a donor communication strategy. This role will be supported by and oversee three full-time Development Team members with responsibilities of development administration, executive assistance, and donor marketing (graphic design and communications).

***Fundraising Strategy & Operations***

- Develop and implement a multi-year fundraising strategy that is inclusive of diverse revenue streams – including foundations, churches, corporations, and individuals. As part of this strategy, set, monitor, and report on measurable goals for revenue sustainability and growth.
- Partner with CEO and Executive Team to define CS's fundraising priorities as related to the organization's strategic plans.
- Work closely with the Development Team to forecast annual revenue goals, perform monthly revenue reconciliation and manage donor reports to maintain accuracy and financial accountability.

- Oversee all donor events and create content and strategy for the story of impact to be told and the ask to be given at each.
- Develop and maintain internal systems that increase transparency and integration of data across the organization. This includes evaluation of existing technology and tools, such as CS's CRM.
- Participate in annual trainings as required by CS.

### ***Corporate and Foundation Relations***

- Collaborate with the Development Team to research and identify philanthropic potential within existing organizational relationships, and to identify new prospective corporate and foundation funders.
- Create and manage cultivation, solicitation and stewardship strategies for the most promising corporate and foundation prospects, partnering with CS leadership as relevant.
- In partnership with CEO and key staff, manage a portfolio of the organization's highest capacity corporate and foundation funders (current and prospective).
- Oversee creation of a philanthropic grants process, inclusive of grant application drafts and submissions, post-award reporting, and stewardship for current and prospective grant-related funders.

### ***Individual Major Gifts***

- Identify and prioritize individual major gift prospects, leveraging existing relationships and CS staff and Board member networks.
- With Development Team, create and manage cultivation and solicitation strategies for the most promising individual major gift prospects, partnering with CS leadership and/or key staff members as relevant.
- In partnership with the CEO, manage a portfolio of the organization's highest capacity major gift donors (current and prospective).
- Support and advise the CEO, the Board of Directors, and other staff on cultivation and solicitation of major gift donors and prospects.

### ***Annual Giving***

- Oversee creation and implementation of a segmented annual giving strategy that seeks to increase donor retention and overall commitment levels.
- With Development Team, develop and implement an annual giving solicitation strategy, with an emphasis on relational and digital engagement.

### ***Donor Communications***

- Oversee creation and implementation of a segmented donor communications strategy, inclusive of stewardship materials that compellingly illustrate the impact and outcomes of CS's work.
- Partner with patient care leadership to create impact reports for fundraising priorities. Ensure staff and Board members have the

necessary tools to communicate this information consistently and impactfully to external audiences.

- Lead efforts to speak in churches, civic gatherings, or any other advancement opportunities.

***Board Management***

- Partner with CEO in managing fundraising-related activities of the Board of Directors, including the creation of annual engagement plans for each Board member and management of Development Committee.
- Identify opportunities to enhance Board confidence and impact in fundraising conversations.

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical:**

Designs work flows and procedures

**Design:**

Generates creative solutions; Demonstrates attention to detail

**Problem Solving:**

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics

**Project Management:**

Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget

**Technical Skills:**

Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others

**Interpersonal Skills:**

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things

**Oral Communication:**

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings

**Written Communication:**

Writes clearly and informatively; edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information

**Teamwork:**

Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed

**Visionary Leadership:**

Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers

**Change Management:**

Develops workable implementation plans; Communicates changes effectively

**Leadership:**

Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Gives appropriate recognition to others

**Quality Management:**

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness

**Business Acumen:**

Understands business implications of decisions; Aligns work with strategic goals

**Cost Consciousness:**

Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources

**Diversity:**

Shows respect and sensitivity for cultural differences; promotes a harassment-free environment

**Ethics:**

Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Organizational Support:**

Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities

**Strategic Thinking:**

Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses

**Judgment:**

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions

**Motivation:**

Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence

**Planning/Organizing:**

Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans

**Professionalism:**

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments

**Quality:**

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Safety and Security:**

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly

**Adaptability:**

Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

**Attendance/Punctuality:**

Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time

**Dependability:**

Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan

**Initiative:**

Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed

**Innovation:**

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Be a committed Christian
- Exhibit a strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Statement of Principle, Statement of Faith and policies of the organization
- Be able to provide spiritual leadership, discipleship and support to the organization's personnel
- A personal presentation of proper self-confidence complemented by humility, honesty, teachability, modesty and self-initiative

**Education and/or Experience:**

A minimum of a Bachelor's Degree required

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of volunteers and employees of the organization

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Project Management software; Spreadsheet software and Word Processing software

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is occasionally required to stand; walk and sit.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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**Chief Advancement Officer**

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**Date**

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**Chief Executive Officer**

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**Date**