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**DIRECTOR OF ADVANCEMENT** – This role will be responsible for advancing the organization through development efforts that will include: strategic planning in the areas of fundraising, donor care and cultivation, and donor advertising and acquisition. This is a full-time position that will primarily work from the Macon office, but will require some travel throughout Central Georgia.

### **Duties and Responsibilities:**

- Develop a comprehensive understanding of all facets of the ministry and be able to winsomely communicate the vision and mission of the organization
- Facilitate the development of an annual Advancement Plan, identifying revenue sources for the organization as well as opportunities to care for and cultivate relationships with current and prospective donors
- Provide strategic planning and oversight for all fundraising events
- Acquire, cultivate and enlist other support for the organization's mission through public relations, partnership with churches, direct mail, special events, and planned giving
- Utilize the donor data base to optimize fundraising effectiveness
- Coordinate representation of the organization at all donor-related events
- Lead all printed and electronic donor communication content

### **Education/Experience:**

- Experience in development, public relations, communications, and/or sales preferred
- A Bachelor's degree is required

### **Qualifications:**

- Personal, professional and public integrity
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the organization's mission
- Ability to take initiative and be proactive
- Ability to organize and prioritize work and manage multiple tasks in a collaborative setting
- Effective public communicator
- Highly Relational
- Strong written and verbal communication skills
- Proficient in Microsoft Office

### **Physical Requirements:**

- Frequent use of computer with long periods of sitting, operating keyboard, and telephone use
- Lift and carry items up to 25lbs
- Ascending and descending stairs, repetitive hand movements, standing, walking, sitting, squatting, kneeling
- Ability to drive to different locations
- Ability to move quickly between multiple offices

**Please submit cover letter and resume to:**  
[info@caringsolutionspc.com](mailto:info@caringsolutionspc.com)