

JOB DESCRIPTION

Cristo Rey Kansas City

Job Title: Director of Institutional Advancement	
Department: Institutional Advancement	Reports to: President
Revision Date: 6/15/22	FLSA exemption: Exempt
Work Schedule per week: 12 months, Monday through Friday, 40 hours per week	

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Summary

The Director of Institutional Advancement helps to foster generous, broad based philanthropic support for the school and its mission. This role is responsible for planning, managing and implementing fundraising activities that increase, diversify and sustain philanthropic support from individuals, corporations, foundations and the government.

Essential Job Functions

- Creates and executes strategy for a sustained base of individual, corporate, foundation and government sources to meet annual fundraising goal of approx. \$3.5 million.
- Manages a portfolio of current and prospective donors by leading cultivation, solicitation and stewardship.
- Develops, establishes and implements the infrastructure needed to grow through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support.
- Identifies, develops, solicits, cultivates and maintains key long-term relationships with donors and prospects.
- Researches, writes grant/application proposals and reports to multiple donor sources.
- Oversees the development and execution of proposals and the archiving of all proposals with a long-term relationship-management approach.
- Oversees creation of donor-related materials including print and electronic appeals, stewardship communication and presentation packets.
- Coaches, supervises and evaluates advancement staff and ensures all members have appropriate resources to accomplish their jobs.
- Work closely and meet regularly with advancement staff to review progress, discuss strategy and share ideas for improvement of giving results
- Oversees direction and production of annual special event
- In collaboration with Director of Finance, identify funding needs and develops and implements a financial strategy ensuring funds, donations and grants meet the budgetary requirements of all programs
- Works closely with administration in developing and transforming ideas into funding opportunities; interacts with constituent groups and key individuals involved in funding activities
- Tracks proposals and reports for all fundraising campaigns, working to ensure that funding requests and grant reports are submitted accurately and on time.
- Monitors and reports regularly on the progress of the development program by reviewing fundraising goals monthly and analyzing trends and gaps.
- Oversees all data entry and management of donor database and gift processing/receipting.
- Oversees research of funding sources and trends, with foresight, to help position the organization ahead of major funding changes or trends.
- Engage in community outreach, aiming to facilitate 10 outward facing meetings per month
- Establishes strong relationships with staff, board, community volunteers, media contacts, referral sources and government leaders to ensure strong regional advocacy and fundraising success
- Participates in strategic planning of programs and new initiatives.
- Recruits volunteers to assist with fundraising activities.

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- Participates actively as a member of leadership team to strategize and position the organization for the future.
- Coordinates meetings every other month with Advancement Committee Chair and prepares meeting agenda and packet

Knowledge & Abilities

- Knowledge of funding community and climate
- Effective advancement and development research skills to gather, evaluate, synthesize data to support design through implementation and evaluation of campaigns, fund and grant proposals, events, etc.
- Ability to successfully lead and utilize a customer relationship management (CRM) database to plan, implement, and evaluate campaign programs and communications; Technical skills in effectively utilizing Microsoft Suite, Google Suite and social networking platforms.
- Ability to effectively plan, implement and evaluate donor engagement in traditional (i.e. events) and non-traditional (i.e. social media) deliverables.
- Excellent written and verbal communication skills, a strong reputation for integrity and professionalism, demonstrated intellectual curiosity, ability to resolve conflict constructively, strong performance management and evaluation capabilities.
- Must be a self-starter, have the ability to prepare, explain, and monitor performance, manage a diverse group of donors, manage projects and workload, and collaborate well with a team.
- Be an active listener with the ability to develop information into funding proposals and translate ideas into coherently written text

Education & Experience

- Bachelor’s degree
- Minimum of 4 years’ experience in fund development; Prefer experience in fund development for educational institutions

Physical Demands

N – Never R - Rare (Less than 5%) O – Occasional (5% to 30%) F – Frequent (30% to 65%) C – Constant (More than 65%)

Activity	Frequency				
	N	R	O	F	C
Bending/Stooping		X			
Climbing		x			
Crawling		X			
Keyboarding					x
Kneeling/Squatting		X			
Lifting/Carrying			X		
10 lbs max			X		
20 lbs max			X		
25 lbs max		X			
30 lbs max		X			
50 lbs max		X			
More than 50 lbs	X				
Pushing/Pulling		X			
Reaching			X		
Sitting					x
Standing			X		
Turning/Twisting		X			
Walking			X		

Interested applicants must e-mail cover letter, resume and list of three professional references to careers@cristoreykc.org