



JOB TITLE	Director of Mission Advancement
EFFECTIVE DATE	September 1, 2018
FLSA CLASSIFICATION	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt / <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT / <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly
REPORTS TO	Executive Director
DEPARTMENT	Mission Advancement
HOW TO APPLY	Submit the following: Cover Letter, Resume, Current Salary, and Compensation Expectations to actsmemployment@actsmissions.org

SUMMARY

The Director of Mission Advancement (DMA) creates and manages a strategic fundraising plan that will provide long-term sustainability of the organization, thus enabling the fulfillment of its mission to spread the Gospel of Jesus Christ worldwide through ACTS Retreats. The DMA is a passionate, imaginative, articulate, experienced, and motivated fundraising professional who is capable of conceptualizing, articulating, and communicating the mission of the organization and its funding needs to friends and benefactors.

Responsibilities

- Actively support the mission and core values of ACTS Missions and ACTS Retreats
- Participate with Executive Director and Board of Directors in strategic planning and annual budgeting
- Successfully raise revenue as outlined in the strategic plan and annual budget to support the mission
- Develop and execute an assertive and comprehensive fundraising plan that includes, but is not limited to, the following:
 - annual and planned giving programs
 - event and online fundraising
 - major gift and grant funding
 - marketing and communications plan
 - budget
- Nurture and cultivate relationships with individual, foundation and corporate benefactors
- Source new benefactors in established Chapters
- Train and develop fundraising skills in Board of Directors, Chapter Volunteers, and ACTS Missions Staff to increase and sustain revenue streams
- Identify and implement new streams of revenue, supported by effective and timely implementation that is supported and reliable year over year
- Effectively manage staff that is responsible for the donor database and acknowledgement process for all donations, including donor records and recognition
- Supervise resources who are responsible for identifying and managing grant opportunities and application processes
- Supervise Department personnel to include setting goals, provide coaching and mentoring, and managing performance to include conducting annual performance reviews
- All other duties and assignments the Executive Director may deem a necessary job responsibility, e.g. special projects that engage donors and increase funding for ACTS Missions



Required Minimum Qualifications

- Leadership skills and experience in building strategies for fundraising, influencing and persuading donors to engage, and sustaining strong relationships with benefactors for a non-profit organization
- Management skills, including fiscal and operational planning
- Track record of success related to revenue generation and building of donor base
- Demonstrated ability to work well with donors and volunteers in a supervisory role
- Proven ability to initiate planning, organizing, and implementing
- Demonstrated ability to deliver presentations that are engaging and effectively introduce ideas and concepts that support the goals and objectives of ACTS Missions
- Effective and professional verbal and written communication skills in English and Spanish
- Ability to manage multiple tasks simultaneously, problem solve quickly, and delegate tasks; commitment to excellence and attention to detail
- Experience as an ACTS Retreatant and Team Member; additional experience serving as an ACTS Director, parish Core member, and/or a member of an ACTS Chapter preferred
- Facility with technology including, but not limited to, desktop/laptop familiarity, Office 365, donor management systems, social media and virtual communication (phone, online video conferencing, email)

Additional Qualifications and Characteristics

- Bachelor's degree in public relations, business, communications, public administration or related field required; Master's degree in Philanthropy (or related field) and/or Certified Fund-Raising Executive (CFRE) preferred
- Minimum of 5 years comprehensive, successful experience in the fundraising profession
- Active member in a Roman Catholic parish
- Knowledge of Roman Catholic teachings and hierarchy

Working Conditions

- Will manage a department, current staff of 2
- Ability to handle a high volume of work, handle multiple priorities simultaneously and operate in a demanding office work environment
- Ability to work evenings and/or weekends
- Willingness to travel with an overnight stay if needed
- Valid Texas Class C driver's license and insurable

Additional Information

- Office hours are 8:30 AM – 5:30 PM, Monday-Friday; additionally, there may be occasion to travel and/or participate in evening and weekend activities as needed
- Employee must live within an hour or less commute of the ACTS Missions headquarters based at 7711 Madonna Drive, San Antonio, TX 78216

The above information is intended to describe the general nature and level of work being performed by employees within this classification. It is not intended to be construed as a comprehensive list of all duties, responsibilities and qualifications of employees so classified.