



Making Jesus Known

Director of Advancement Job Description

Description (Overview)

We are seeking a dynamic Director of Advancement to help grow our church and school ministries in Monroe, Michigan. The Director is responsible for leading the development and implementation of an advancement program that includes fundraising, donor relations, alumni engagement and marketing strategies. This position requires coordination with staff and volunteers providing a wonderful opportunity for people to work together in the Lord's name to further advance Trinity. The advancement program supports our mission, goals and vision enhancing the visibility of Trinity within the community.

Qualifications

1. Christian with a passion and commitment to Trinity's mission and values.
2. Knowledge of fundraising best practices and data privacy laws.
3. Bachelor's degree in a related field (e.g., nonprofit management, communications, marketing) preferred.
4. Related experience in a nonprofit or educational setting preferred.
5. Experience with grant writing helpful.
6. Strong interpersonal, communication and relationship-building skills with the ability to engage and inspire members, volunteers, staff, and other stakeholders.
7. Strategic thinker with excellent problem-solving, and decision-making abilities, and the capacity to prioritize and manage multiple projects and deadlines.
8. Proficiency with software including Microsoft Office suite and other relevant tools
9. Comfort with public speaking.
10. Values and deeply appreciates Christian education

Key Responsibilities

1. Build and implement an advancement plan with an advancement team that includes fundraising, donor relations, alumni engagement, and marketing strategies.
2. Cultivate relationships with members, alumni, parents, foundations and community members to secure financial support for the school.
3. Plan and execute fundraising events, campaigns and initiatives to meet annual fundraising goals.
4. Manage and maintain a database and records to track contributions and donor interactions.
5. Collaborate with school leadership to promote the school's reputation and brand through marketing and communication efforts.
6. Stay informed about trends in fundraising, philanthropy and education.
7. Develop and manage the annual budget for the advancement program including revenue projections, expenses, and cost-effectiveness analysis.
8. Represent Trinity at community events, conferences, and meetings to build partnerships and support.

Accountability: The Director of Advancement is accountable to the Senior Pastor.

Additional information, not part of the job description, for advertising the position.

Application:

Hours, wages and benefits are negotiable.

As a well-respected, faith-based organization, we are proud to celebrate over 180 years of exceptional service within the community. If you are a motivated individual with a heart for advancing our mission, we encourage you to apply for the position of Director of Advancement. To apply, please submit a resume and cover letter with salary requirements to: finance@trinitylutheranmonroe.org

Total compensation for full time employees includes a comprehensive benefit plan with health, dental, and vision coverage. It also includes retirement, life insurance, disability, and paid time off.

Applications will be accepted until the position is filled. Trinity is an equal opportunity employer.