

DIRECTOR OF ADVANCEMENT OPERATIONS

I. Title: Director of Advancement Operations

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: The Director of Advancement Operations will carry out the initiatives and vision of the Charles Simeon Trust (CST), working with the Executive Director on development strategies for the whole organization.

IV. Definition: With respect to development, she shall report to the Executive Director. With respect to all other initiatives, she shall report to the Director of Ministries.

V. Principal Responsibilities:

- Design development strategy in consultation with Executive Director and oversee implementation
- Design communications strategy in consultation with Director of Ministries and oversee implementation
- Donor Relations
 - Manage lead and major donor portfolio with Executive Director
 - Train, coach, and direct team in implementation of strategy
 - Mobilize volunteers in implementation of strategy
- Manage Grant Pipeline
 - grant prospecting
 - grant writing
 - foundation and organizational relationships
 - ensure grant project compliance

VI. Other Responsibilities

- as assigned by Executive Director, the Director of Ministries, and the Board of Directors

VII. General Responsibilities

- shall dedicate herself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- agreement with the Corporation's doctrinal statement (see Article III of Bylaws)



- bachelor's degree or equivalent experience in relevant field
- five years of relevant experience
- proficiency in office software (productivity software, email, etc.)
- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in Titus 2
- demonstrated commitment to the vision of the CST