

DIRECTOR OF ADVANCEMENT OPERATIONS

Job Description

I. Title: Director of Advancement Operations (Part Time)

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 on the 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:

A. Institution-Based Development

- identify and approach foundations and other grant offering institutions whose funding priorities match the objectives of the CST (prospecting)
- oversee and execute all grant writing efforts
- manage organizational relationships with foundations and institutions

B. Donor Relations

- with the Executive Director, engage donors in development processes
- produce promotional/development/communication materials
- coordinate donor events

C. Development Strategy

- with Executive Director and Director of Ministries, design and implement development strategy for raising seed money for new initiatives

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)
- master's degree or equivalent experience in relevant field
- five years of relevant experience
- proficiency in office software (operating system, 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

