

**Job Title:** Director of Advancement  
**Position Level:** Director  
**Salary Range:** \$99,359 - \$154,000



☒ Exempt ☐ Non-Exempt

☒ Full-time ☐ Part-Time

A key member of the leadership team, the Director of Advancement is responsible for overall strategy for contributed revenue and communications. The Director of Advancement works with the Executive Director and the Board to build donor relationships. The position is specifically accountable for fundraising outcomes, trends, and data as well as quality and consistent messaging in all public communications and publications.

## RESPONSIBILITIES:

### Fundraising

- **Develops and implements** the Foundation's fundraising strategy to include major gifts, foundation and corporate grants, and individual donor support.
- Identifies and researches donor **prospects**.
- **Cultivates** existing donor relationships, building trust and credibility.
- **Builds giving programs** to both expand the base and encourage increased engagement of donors.
- Ensures **timely and accurate** execution of all campaign and giving activities.

### Research and Metrics

- **Researches** funding sources and monitors regional, national, and sector forecasts and trends.
- Establishes, maintains appropriate **contributed revenue analysis**, including metrics and outcomes.
- **Reports regularly** on progress and outcomes of fundraising and communication strategies.

### Staff and Board Development

- **Provides fundraising training** to Board, staff and volunteers, engaging them in fundraising activities. Serves as Staff Liaison to the Development Committee of the Board.
- **Leads and organizes the advancement team**, providing coaching and professional development opportunities for others. Team members include Development Coordinator, Communications Specialist, Executive Director (as needed), and Data Specialist (project-based).

### Communications

- **Develops external communications strategy:** messages, timelines, quality composition (voice, cadence, content).
- **Ensures adherence to brand standards** in all communications and on all platforms.
- Engages board, staff and students in **grant reporting and writing**.
- **Coordinates with consultants:** fundraising, design, communications.

*Note: This job description is provided as an informational guide and is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization. Neither this document, nor any other Scholarship Foundation communication, policy, or practice, creates a specific employment contract or guarantees employment. Under Missouri law, employment is at-will for an indefinite period of time unless terminated at any time by The Scholarship Foundation.*

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**SKILLS:**

- Excellent written and verbal communication skills.
- Ability to develop strategy and build plans to execute.
- Strong relationship building skills-ability to influence and engage a wide-range of donors.
- Well established executive presence. Viewed as a leader within the Foundation.
- Ability to understand data and recognize trends.
- Effective organization, communication, time management practices.

**QUALIFICATIONS:**

- Master's degree, or Bachelor's degree in related field with considerable experience.
- At least 3 years administrative and leadership experience.
- Minimum of 5 years of fundraising or marketing experience.
- Demonstrated proficiency in written communications.