



POSITION DESCRIPTION—SENIOR ADVANCEMENT OFFICER

POSITION TITLE: Senior Advancement Officer REGULAR (X) TEMPORARY ()
PROGRAM NAME: All EXEMPT (X) NON-EXEMPT ()
WORK LOCATION: Hindman, KY SALARY (X) HOURLY ()
SUPERVISED BY: Director of Advancement REGULARY SCHEDULED HRS/WK:
SUPERVISES: none Fulltime (40+)

OUR SCHOOL

The Settlement School's mission is *to provide education and service opportunities for people of the mountains, while keeping them mindful of their heritage*. While the mission has remained the same, the Settlement's programs have changed over time to meet the changing needs of the region.

POSITION SUMMARY

The Senior Advancement Officer, a highly energetic professional with a track record of building relationships, is primarily responsible for growing the number of annual major gifts and estate plans for Hindman Settlement School. Reporting to the Director of Advancement, the Senior Advancement Officer works closely with potential donors to accomplish their philanthropic objectives of supporting the school's educational programs, students, and families. The successful candidate will demonstrate a donor-centric attitude as they manage a portfolio of donors and prospects that have the capacity to contribute gifts of \$5,000 or more.

The Senior Advancement Officer must be a self-starter, enjoy working in a fast-paced environment, and be results focused. The successful candidate must be able to build trust quickly, be an excellent communicator, listen intentionally, and earn the respect of potential donors. This is a travel intensive role. A passion for the mission of Hindman Settlement School is essential.

The successful candidate will work remotely, ideally located within 30 miles of a commercially-serviced airport and within approximately 3 hours' drive from our historic campus in Hindman, Kentucky. Attending regularly scheduled on-site meetings and occasional special events on our campus is required.

PRIMARY JOB FUNCTIONS

1. Manages relationships with approximately 125+ prospective and current donors. Cultivate these relationships in order to solicit gifts of \$5,000 or more to support the priorities of Hindman Settlement School.
2. Completes 13-16 face-to-face donor and prospect visits each month.
3. Completes a fixed dollar amount (to be determined annually) of major gift solicitations each year.
4. Manages and participates in all aspects of the gift cycle.
 - Initiate contacts with potential leadership and major gift donors.

- Develop appropriate cultivation strategies for them, including working with volunteers
 - Move potential donors in an appropriate and timely fashion toward solicitation and closure
 - Make solicitations when timing is appropriate
 - Maintain stewardship contacts with donors; adhere to highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude; approach tasks with a donor-centric mindset.
5. Articulates and initiates a planned giving program for the institution.
 - Develop strategies for identification, cultivation, and solicitation of estate planning prospects
 - Actively manage a portfolio of estate planning prospects and donors for cultivation, solicitation, and stewardship
 - Develops plan for recognizing and maintaining contacts with existing Uncle Sol's Legacy Club members.
 6. Works collaboratively with Annual Fund Director to host semi-annual donor prospecting and engagement events at strategic locations throughout the service region.
 7. Works collaboratively with advancement team members, programming staff, and volunteers to cultivate and solicit donors for school-wide initiatives.
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 9. Submits purposeful contact reports and professional accountability documents.
 10. Offers prospect strategy counsel to the executive director and advancement team who are managing other prospects.
 11. Plans strategically and monitors all prospect contacts to ensure positive and purposeful cultivation towards a gift.
 12. Participates in Settlement School staff meetings and special events, both programming and advancement-related.
 13. Participates in regular performance evaluations and attend professional development opportunities for continuing education.
 14. Presents a positive, helpful, and professional image of Hindman Settlement School in personal appearance and attitude.
 15. Uses institutional resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies, and funds.
 16. Other duties as assigned by the Director of Advancement or Executive Director.

QUALIFICATIONS FOR POSITION

Education & Experience

- Bachelor's degree from a four-year, accredited, post-secondary institution is preferred.
- Successful experience in fundraising useful, but not required.

Competencies & Abilities

- Ability to understand the needs and interests of donors and prospects in order to develop relationships between them and the school.
- Flexibility and ingenuity with regard to changing work environments and response to opportunities.
- Excellent interpersonal skills with the ability to relate to people of diverse backgrounds.

- Strong organizational skills with the ability to handle multiple and diverse tasks.
- Understanding of nonprofit finances and ability to manage projects within budget, as related to specific job-related tasks.
- Dependable, excellent judgment and demonstrated ability to operate in flexible, team-oriented environment.
- Excellent verbal and written communication skills.
- Ability to plan complex travel and maximize the travel experience in the best interests of the institution.

Other Requirements

- Willingness to travel both regionally and nationally.
- Child safety background check and training.
- Valid driver's license.