



Heading Home

March 2021

Job Title: Advancement Lead Officer
Program: Advancement
Reports to: Chief Executive Officer
Hours: Salaried

Exempt

Position Summary:

Advancement for Heading Home means nurturing public engagement with the organization through financial and in-kind donations and volunteerism. The Advancement Lead Officer provides direction and oversight to execute the advancement strategic plan that is in place and to facilitate donor relations. The director oversees the grants management program, communications and volunteer programs.

Essential Duties & Responsibilities:

1. **Strategic Planning:** Manage, prepare and regularly update macro and micro strategic plans with measurable objectives that support investment in Heading Home’s mission. Ongoing planning with, and the coordination of, the Advancement Team, which includes a Communication and Outreach Associate and an Advancement Administrative Assistant. Advancement planning and work will engage philanthropists, staff, board members and civic leaders in raising money, awareness and volunteers.
2. **New Donor Engagement and Annual Giving:** Execute and renew twelve-month strategic plans that raise funding to support Heading Home’s mission.
3. **Major and Planned Giving:** Deepen involvement and communication with supporters through strategic interactions that will qualify, cultivate and solicit donors to culminate in major gifts (\$1,000 and above). Identify and increase new planned gift expectancies. Elevate the success of major and planned gifts resulting in increased funding to support Heading Home’s mission.
4. **Awareness and Case Development:** Oversee communications that create case development via printed, video and media collateral materials, including basic brochures, annual report, videos and philanthropic investment reports that inform donors and prospects about Heading Home’s mission and effectiveness.
5. **Financial Development Events**
The Lead Officer oversees coordinated events that raise money and/or awareness.

The responsibility of all Heading Home employees includes the following:

1. Live Heading Home’s Core Values throughout all of work.
2. Always represent and promote Heading Home in a positive and professional manner.
3. Maintain good attendance and punctuality in keeping with Heading Home Policies.
4. Attend all staff and organizational meetings as required.
5. Observe and practice safe work habits and practices in compliance with regulations, and organizational policies.
6. Maintain client, resident, guest, and organizational confidentiality in compliance with organizational policies and procedures.
7. Read, understand, and comply with all guidelines of the Heading Home Employee Handbook.

Qualifications:

To perform this job successfully, the individual must have excellent strategic planning, management, financial development and interpersonal skills, and be able to manage multiple strategic goals simultaneously. The person must have excellent and compelling spoken and written skills and be willing to work occasional evenings and/or weekends to attend events and/or meetings. The requirements listed below are representative of the knowledge, skill and/or ability necessary to satisfactorily perform the duties of the Advancement Lead Officer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Excellent communications and writing skills. Minimum of five years managing advancement staff and financial development, including major gift solicitation. A working knowledge of issues regarding homelessness and a demonstrated and articulated passion for serving the financially poor and marginalized is preferred.

Skills

- Effective public presence for public speaking and motivating people
- Experience working with major donors
- Ability to maintain positive interpersonal skills across a broad range of professional situations
- Ability to meet deadlines
- Effective management of staff

Other Requirements

- Must be willing to lead and participate in workshops and training sessions
- May require use of personal cell phone and will require personal use of a car
- May include some travel

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature _____ Date: _____
Advancement Lead Officer

Signature _____ Date: _____
Chief Executive Officer

To Apply Send Cover Letter and Resumé to DennisP@HeadingHome.org