



Job Description

Title: Associate Director of Advancement
Reports to: Sunflower Hill Executive Director
FLSA: Hourly non-exempt
Employee Type: Full time – 30 hours per week

SUMMARY:

The Associate Director of Advancement is a member of the senior leadership team. This role works closely with the Executive Director to develop and implement fundraising strategy for the annual operating budget, special projects and campaigns surrounding Sunflower Hill residential communities. The Associate Director of Advancement oversees the activities of planning and reporting for City, State and Federal Grants, Foundation and Corporate Grants, annual appeals, and special event planning. This position is critical to building greater capacity to support increasing funding requirements and more complex organization programming.

REPRESENTATIVE DUTIES:

- Work closely with the Executive Director to forecast, implement and strategize fundraising efforts, participating in solicitations, and developing targeted strategy and messaging.
- Oversee External Communications to ensure consistent messaging, effective marketing plans, print and press efforts are in keeping with institutional voice and identity.
- Utilize key leadership's time and talents appropriately with respect to cultivation, solicitation, and stewardship efforts.
- Work closely with the Executive Director to implement donor database software, and donor files, ensuring that donor records are maintained in a methodical, process-based manner.
- Develop an integrated fundraising strategy, with the Executive Director, which takes into account multiple revenue sources, corporate giving, foundations and grants, community organizations, endowment, board of director and annual giving and major gifts.
- Works closely with the Sunflower Hill Board of Directors as the staff liaison for the External Communications Committee overseeing and implementing marketing; digital and print, as well as community outreach. This role is also a key player participating in the Fundraising Committee.
- In collaboration with the Executive Director, oversee fundraising events and other cultivation events.
- Ensure a high level of recognition, appreciation, and stewardship for contributions at all levels; foster an environment that offers a broad range of opportunities to participate.
- Weekends and /or events after regular business hours may be needed.
- Create the stewardship policy and ensure that it is providing donors with comprehensive, timely, and innovative acknowledgements of their gifts, elevate the importance of stewarding all gifts and programs that strengthen donors' interests in, satisfaction with, and commitment to



the Organization; and convey to donors the impact their contributions have to the betterment of the institution.

- Draft, edit, produce, and track fundraising proposals, case statements, presentations, reports and acknowledgements.
- Ensure safe work environment through knowledge of and adherence to safety policies and procedures.
- Produce general correspondence and promotional materials.

QUALIFICATIONS

Excellent strategic and operational oral and written communications and management skills and a demonstrated ability to build, lead, mentor, manage, and motivate an effective team, providing strong support and an opportunity for growth and development. Knowledge in all key areas of development, including major and planned giving, annual giving and membership, corporate, foundation and government relations, communications and special events. Proven ability to cultivate, solicit, and steward leadership gifts. Ability to articulate and lead the mission and vision of SFH. Intellectual depth, keen interpersonal judgment, knowledge, and collaborative skills to work effectively with the Organization's Director, Board of Director's, staff, and other constituents. Strong technical skills and proficiency in MS Office.

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

Ability to see, listen, and talk for extended periods. Ability to perform repetitive motions, making substantial movements of the wrists, hands, or fingers. Ability to use a keyboard for extended periods. Ability to remain in a sedentary position for extended periods. Ability to lift, carry, push, or pull, exerting up to 10 pounds or a negligible amount occasionally, or otherwise move objects, including the human body. Ability to drive and have and maintain a valid driver's license and evidence of insurability.

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

DMV/MVR history check. Provide proof of vehicle insurance. Credit Check. Criminal background check. Educational verification.

By signing below I have read and understand the job functions as listed on this job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor: _____ Date: _____