

DALLAS LEADERSHIP FOUNDATION

Position Description Summary

Title: Advancement Director

Department: Development

Location: Downtown, Dallas

Reports to: President

About the Dallas Leadership Foundation: The Dallas Leadership Foundation (DLF) is a Christian not-for-profit organization that develops local leaders to affect long-term change in underserved communities. DLF develops leaders and impacts the city of Dallas through three distinct community areas; neighborhoods, prison re-entry and schools. With an annual cash budget of \$1.8 million raised from individuals, foundations, major gifts, special events, churches, and corporations DLF and its Board of Directors would like to raise its annual cash budget to \$3 million dollars by end of 2022.

Job Summary: DLF is seeking an Advancement Director to lead the development of and execute a five-year strategic fundraising plan to raise DLF's annual budget to \$5 million by 2025. Upon employment the successful candidate, under the supervision of and working directly with the President of DLF, will maintain the current \$1.8 million of current revenue and increase new fundraising in the amount of \$1.2 million by December 2022.

The Advancement Director is the principal staff member responsible for executing the fundraising efforts of DLF through cultivating and securing gifts from individuals, foundations, major gifts, special events, churches, and corporations. The Advancement Director will identify new prospective donors, cultivate current donors, secure ask meetings for the DLF president, ensure final gift procurement.

The Advancement Director will work closely with members of the DLF leadership team by providing support and coaching to the three ministry/ program directors in their individual funding efforts. The Advancement Director will also work closely with the Assistant to the President to ensure that meeting schedules are met, DLF press and media assets are disseminated to potential donors and are in line with our vision.

The Advancement Director will assist in the design and management of new funding opportunities for DLF. This position involves cultivating new and existing relationships, effective communication both written and oral, conducting and utilizing research, as well as managing

report requirements associated with grants. The Advancement Director also assists the President with donor and prospect contact including gift acknowledgments and meetings.

Specific Duties and Responsibilities:

- 1) In partnership with the President, manage all strategies and activities for donor identification, prospecting, cultivation, solicitation, and relations.
- 2) Secure solicitation meetings with foundations, government, corporations, and high net worth individuals to meet with DLF President.
- 3) Achieve or surpass the board approved fundraising goal.
- 4) Implement and execute current board approved Development Plan.
- 5) Work with all staff to provide annual/quarterly reports to funders.
- 6) Work with Marketing/Communications department to produce all fundraising collateral.
- 7) Proficiently use Pipedrive, DonorPro and Excel spreadsheets and/or other softwares to track and manage fundraising progress.
- 8) Manage contract grant writer.
- 9) Assist the President and other senior staff with donor cultivation.

Qualifications:

Successful candidates for the position of Advancement Director are expected to possess the following qualities and attributes:

- 1) A mature Christian with experience in ministry service, either full-time or in a volunteer capacity.
- 2) Understands and practices principles of Biblical equality dealing with class, race and gender.
- 3) A minimum of 10 years of fundraising experience. We will consider 5 years of recent senior fundraising experience following 5 years of nonprofit program experience or philanthropy experience.
- 4) A healthy respect for local leaders and established strategies.
- 5) Computer literate, able to navigate software programs (especially donor software), databases, and office equipment.
- 6) Strong verbal, writing, interpersonal, and analytical skills.
- 7) Highly motivated self-starter.
- 8) A teachable spirit and a willingness to learn new skills.
- 9) Must possess an undergraduate degree.
- 10) Able to organize, prioritize, and work well with others.
- 11) Urban ministry experience a plus.

- 12) Multilingual skills a plus.
- 13) A valid driver's license.
- 14) Dependable transportation.

In addition to outlined performance measures, every employee will be evaluated on the subsequent criteria:

- **Communication:** convey information and instructions both orally and in writing
- **Teamwork:** participate in building consensus decision-making efforts
- **Job Aptitude:** perform assigned tasks
- **Job Attitude:** show motivation for the job

Interested candidates are invited to submit a cover letter, resume, and salary requirements to Algernon Smalley, Director of Operations at asmalley@dlftx.org.