

# ADVANCEMENT SERVICES MANAGER

Be a leader in creating a community where all children are treasured and families are strong.





## Job Posting

### ADVANCEMENT SERVICES MANAGER

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*Across the community, we advocate, teach, mentor, protect, provide, and prove every kid has incredible potential, even when the world has told them otherwise. Would you like to join us on this journey?*

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#### WHO WE ARE

At D.A. Blodgett St. John's, we provide mentoring, counseling, foster care, adoption, and residential care. Each service is different, but all share a common thread – life-changing love.

We provide more than 20 programs and impact 9,000 lives every year. We work tirelessly to ensure all children and families have the love, support, and resources they need to thrive – today and into the future.

Strong communities start with families. Since 1887, that's where our focus and passion has been. We believe in kids, no matter their story, background, or the cards they've been dealt. If you believe in helping kids and their parents in our community, we would love to hear from you.

#### LIFE IN WEST MICHIGAN

Grand Rapids, MI offers a remarkable combination of big city life with small-town warmth. Ranked as the second largest city in the state, it is known for its philanthropic and sustainability-driven community, and is rated one of "America's Top 100 Places to Live." Located on the banks of the Grand River, Grand Rapids features hundreds of restaurants and nightspots, galleries, theaters, museums, sports and concerts. The safe and clean downtown is surrounded by an eclectic mix of walkable and attractive neighborhoods. With a medical and life sciences industry boom, strong entrepreneurial activity, dedication to green building and living, and innovative employers, Grand Rapids' diverse economy continues to grow and thrive.

#### WHAT WE PROVIDE YOU

- Competitive wages – While the nature of our work is the greatest reward, we all have to earn a living!
- Insurance Benefits – A great variety of options to best suit your needs!

- 403B Retirement Plan with a generous agency contribution – We’d love to have you stay forever, but you better save some cash for fun during retirement!
- Generous Holiday and Paid time off – Self-care is important. Take some time off; you deserve it!
- Continued Education and Training to help you stay on top of your game.
- Wellness Opportunities – It’s all about fitness.
- DABSJ is proud to have achieved the Level 1 Endorsement with Partners for a Racism Free Community. Diversity, and Inclusion is an Agency value that we take seriously. Our Inclusion Council has been working diligently on this process, and we are happy to be associated with this initiative.

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*“I love my job because of the team of staff I am surrounded by, the support we receive from each other, and genuine desire each member has to help the students we work with, despite the difficult positions we are put in at times.” - Evan, Therapist*

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## **JOB DESCRIPTION**

### **I. Position Summary**

The Advancement Services Manager provides leadership and oversight of donor management systems and strategies, special events, administrative support, donor communication and direct mail appeals and other fundraising activities. The Advancement Services Manager supervises the Advancement Assistant and Events Coordinator, reporting to the Chief Advancement Officer.

### **II. Primary Responsibilities**

- A. Leads the improvement, implementation and tracking of various fundraising activities and systems (i.e. events, donor management, on-line giving, monthly giving, vehicle donation, matching gifts).
- B. Supervises the Events Coordinator, adding attention to smaller donor cultivation events.
- C. Organizes the work of and supervises the Advancement Assistant.
- D. Oversees accurate and timely gift processing and acknowledgement, donor pledge processes and gift proposal production.
- E. Ensures appropriate utilization and oversees the donor database. Is the expert. Trains users as needed. Researches, analyzes and develops ways to improve and utilize the system. Ensures data analysis, system queries and donor or campaign data and report needs are fulfilled.
- F. Manages donor and prospect management. Conducts research and data analysis to achieve best practices and enhance fundraising success. Supports donor officers by developing analytics and systems to fulfill donor acquisition, retention, cultivation, solicitation and stewardship goals.
- G. In conjunction with the PR/Marketing Manager, manages the strategizing, improving, execution and tracking of integrated donor communications and multi-channel fundraising appeals.
- H. Represents agency in community and speaks publicly as needed.
- I. Manages the preparation, tracking and reporting of budgets.
- J. Performs other duties as assigned.

### III. Essential Qualifications

- A. A minimum of five years of experience in advancement functions. Familiar with fundraising principles and donor strategies and working knowledge of donor management strategies and systems (Raiser's Edge NXT preferred).
- B. Supervisory experience preferred.
- C. Proven leadership abilities and successful experience managing multiple projects.
- D. Bachelor's degree from a four-year college or university.
- E. Self-motivated, able to work independently with excellent problem solving skills.
- F. Ability to work with a variety of people both within and outside the Agency and must promote a positive image for the Agency in the community.
- G. Ability to communicate openly with all levels of Agency administration and management.
- H. Possesses strong organizational skills, assertiveness and ability to manage deadlines and details.

Starting Salary to be determined

Full Time

Grand Rapids, MI

**Please send your resume and cover letter to [humanresources@dabsj.org](mailto:humanresources@dabsj.org)**

**Application Deadline: February 1, 2018**

EOE.