

<b>Job Title:</b>	Assistant Director of Advancement
<b>FLSA Status:</b>	Salary Exempt
<b>Department:</b>	Advancement
<b>Reports To:</b>	Chief of Advancement Officer
<b>Typical Workdays:</b>	Monday – Friday; some evenings and weekends
<b>Typical Work Hours:</b>	8:00 a.m. to 5:00 p.m.
<b>Salary Range:</b>	\$75,000 - \$80,000



## POSITION DESCRIPTION

<b>Education:</b>	Bachelor’s degree in Art or related field. Master’s degree preferred.
<b>Related Experience:</b>	Three to five years of experience in Advancement, Development, or Fundraising. Non-profit or educational experience with management of staff preferred. Related work experience may be used in lieu of education.
<b>Training:</b>	N/A
<b>Licenses &amp; Certifications:</b>	N/A

### WHO WE ARE

SER-Jobs is a nonprofit community organization that educates and equips people in the Texas Gulf Coast Region who come from low-income backgrounds or who have significant barriers to employment. We believe the power and purpose of work can transform lives and communities. SER is the Spanish verb, “to be,” so that is exactly what we impart on the people we serve - that they can be whatever they want “to be.”

#### Brighter Futures

We empower our clients “to be” the best they can, and “to be” in the career path that fits their talents and interests.

#### Better Opportunities

SER engages employers in strong-growth industries “to be” an opportunity of a lifetime to someone who needs a second chance (or maybe even a first).

#### Bigger Network

We aim “to be” in strong partnerships with complementary organizations throughout the communities we serve.

### VISION

Where Opportunity Works!

### MISSION STATEMENT

To transform the lives of individuals through education, skills-based training, employment, and long-term financial stability

### VALUES

Service

Excellence

Respect

Teams

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## POSITION SUMMARY

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The Assistant Director of Advancement reports to and works closely with the Chief Advancement Officer for the strategic development and implementation of a comprehensive, sustainable, and innovative philanthropic advancement program. This includes fundraising plan for the management of current donors and prospects. The Assistant Director is responsible for the successful, strategic planning, and implementation of all philanthropy efforts for SERJobs. Supervision of the Advancement Coordinator and the Advancement Specialist. The Assistant Director role is responsible for a portfolio of individual donors and prospects with focus on annual gifts of \$100 to \$25,000 and is charged with raising \$1,000,000 annually to support the annual campaign, special events, and other general operating fund needs. This position is responsible for securing foundation and corporate donations that meet or exceed specified, strategic funding goals. This position will develop, implement, and evaluate fundraising programs to successfully meet goals established in collaboration with the CAO & CEO. This position will also plan and oversee the annual campaign throughout the fiscal year tailored to target populations and in support of SERJobs initiatives.

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## ESSENTIAL FUNCTIONS & KEY ACCOUNTABILITIES

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- Work with CEO and CAO on conducting a comprehensive plan to include all fundraising and development activities.
- Strategically plan to meet the fundraising needs of the organization through
  - Individual Donors
  - Corporate Donors
  - Private/Family Foundations
  - Public/Government Sector
  - Events (e.g. breakfast, lunch, gala, auction, etc.)
- Attend all major stewardship events and receptions as relevant to active and prospect portfolios.
- Develop, oversee, and implement all grant writing activities for the organization.
- Engage Board members and other volunteers in advancement activities for which the department is responsible.
- Establish and maintain effective working relationships with clients, donors, foundations, and corporations, and use these relationships to develop new funding opportunities.
- Manage a small team and provide direction and input on implementation of goals.
- Work collaboratively with SERJobs Senior Leadership Team.
- Create proposals and giving agreements that align with SERJobs' mission and the passions of the donors.
- Collaborate with all other SERJobs departments to address needs and objectives that impact service delivery.
- Identify events that increase organizational awareness, build a network of supporters and contributors while achieving fundraising goals for the organization.
- Coordinate tours of the Workforce Opportunity and Resource Center(s) to showcase programs and services.
- Research donor and prospect backgrounds using donor research software and web support.
- Create, utilize, and maintain accurate records using the donor database to track all donor related information and activity, providing activity reports to the CAO and CEO on a regular basis.
- Explore other avenues for fundraising, such as planned giving and an annual appeal.
- Assist other Advancement team members with other essential functions as needed.
- Complete all associated administrative duties such as tracking of activity, creation of meeting plans, and regular communication with the Chief Advancement Officer.
- Other pertinent and appropriate duties as assigned by the Chief Advancement Officer and Chief Executive Officer.

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## QUALIFICATIONS

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- Bachelor of Arts degree in a related field.
- Three (3) to five (5) years of experience in Advancement, Development, or Fundraising. Non-profit or educational experience preferred.
- Fundraising background with a strong knowledge of grant writing and basic event management.

- Ability to solve problems with creativity and efficiency.
  - Excellent planning and organizational skills.
  - Excellent written, verbal, and interpersonal communication skills.
  - Proficient in the Microsoft Office Suite.
  - Exemplary attention to detail and accuracy.
  - Ability to maintain confidentiality.
  - Ability and commitment to working with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status.
  - Ability to maintain and expand current funding, including cultivation of new funders, including major gift donors.
  - Excellent proposal development and grant writing and research experience.
  - Ability to represent SERJobs in the community and establish and maintain strong relationships with the funding community, Board members, and other volunteers.
  - Must be willing to be flexible in work schedule and work occasional weekends and evenings for special event activities.
  - Demonstrated commitment to accountability, outcomes, and results.
  - Ability to work as a leader and as part of a team.
  - Passion for social justice and the values of SERJobs.
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