

## **Christian Children's Home Ohio Job Description**

**Job Title:** Director of Advancement  
**Department:** Advancement  
**Reports To:** Executive Director  
**FLSA Status:** Salary, Exempt  
**Prepared By:** Department H/R  
**Prepared Date:** 05/10/06

**SUMMARY** Plans Institutional Advancement programs for the Christian Children's Home of Ohio, and writes to, telephones, or visits individuals and establishments to solicit funds or gifts-in-kind.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

It is the responsibility of each employee to be a consistent witness for Jesus Christ and to adhere to the Standard of Moral Conduct and Statement of Faith. Further, each employee is responsible for dealing with others with a Christ-like attitude and for demonstrating behaviors reflecting CCHO's core values.

Compiles and analyzes information about potential contributors to develop mailing or contact list and to plan appropriate approach.

Writes, telephones, or visits potential contributors and persuades them to contribute funds or gifts-in-kind by explaining purpose and benefits of the institutional advancement program.

Takes pledges or funds from contributors.

Records expenses incurred and contributions received.

Organizes volunteers and plans social functions to raise funds.

Prepares advancement brochures for mail-solicitation programs.

Trains volunteers to perform certain duties to assist in institutional advancement.

Does public speaking and marketing to promote CCHO.

**SUPERVISORY RESPONSIBILITIES** Directly supervises employees in the Advancement Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Bachelor's degree (B. S.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, create materials, and procedure manuals. Ability to effectively present information and respond to questions from agencies, families, clients, donors, and the general public.

**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**COMPUTER SKILLS** To perform this job successfully, an individual should have knowledge of Database software; Design software; Spreadsheet software and Word Processing software.

**OTHER SKILLS and ABILITIES** Ability to use a 10 key calculator, fax machine, copier, printer.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit and stand. The employee must occasionally lift and/or move up to 75 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually moderate.