



**Job Description**  
**Director of Advancement**

**Application Deadline:** April 10th, 2020

**Anticipated Start Date:** June 1st, 2020

**Location:** Des Moines, Iowa

**Job Type:** Full-time

**Reports to:** Executive Director

**Compensation:** \$50,000-\$55,000 annually

**Benefits:** Generous vacation package (20 days); 10 paid holidays; paid time off for birthday; week-long paid office “shutdown” for end of year; high quality health, dental, and vision insurance paid by the organization; 3% Simple IRA retirement match

**Description**

Iowa Safe Schools is a growing non-profit organization focused on creating safe, supportive, and nurturing learning environments and communities for LGBTQ youth. The Director of Advancement leads the Advancement Department and works closely with the Executive Director to oversee and manage all aspects of Iowa Safe Schools’ development, public policy, and communications programs.

Key responsibilities of this position include developing goals, strategies, and timetables for annual fundraising, major gifts, events, and cultivating key relationships with individuals, corporations, foundations, and LGBTQ community members. The Director of Advancement will oversee a growing Department of three positions (Communications Manager, Public Policy Manager, Development Associate). The Director of Advancement will lead major work on the organization’s capital campaign.

**Responsibilities**

- Oversee the organization’s fundraising activities and ensure revenue targets are met (approximately \$500,000 annually)
- Lead grant writing for the organization
- Work with the Executive Director in implementing annual events and fundraising campaigns including the Spirit Awards, Sweet Equality, and the Governor’s Conference Reception
- Evaluate the annual communications plan and coordinate necessary duties to the Communications Manager
- Supervise the Advancement Department team including leading weekly Advancement meetings

- Represent the Advancement Department at Staff Townhalls and meetings of the Board of Directors
- Develop, implement, and evaluate the annual advancement plan including key events, direct mail, and other revenue generating activities
- Cultivate relationships with corporate, foundation, and individuals supporters in the community
- Develop a stewardship plan for the organization to cultivate relationships long-term
- Assist the Executive Director in managing the organization's capital campaign
- Travel will be required for meetings, fundraising events, and other organization activities. Travel is limited to an average of 5-10 days a month with occasional overnights.
- Other duties as assigned

### **Qualifications**

Iowa Safe Schools is seeking an accomplished Director of Advancement who has at least 3 years' experience, ideally in an "in-house" leadership role within a complex (number and variety of constituents) nonprofit entity, and covering areas such as website content, newsletters, and donor communications. The ability to take knowledge and transform it into exciting and useful engagement with partners.

Specific requirements include:

- Bachelor's degree in relevant field. Masters preferred
- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently
- Relationship builder with the flexibility and finesse to cultivate relationships with various groups and individuals
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Understanding and commitment to improving the lives of LGBTQ youth throughout Iowa
- Proficiency in Microsoft Office including Word, Excel, Powerpoint, and Outlook

### **Additional Information**

Trans and LGBTQ persons of color are encouraged to apply. Please send a resume, cover letter, and two writing examples to [nate@iowasafeschools.org](mailto:nate@iowasafeschools.org) with a subject of Director of Advancement.

Incomplete applications will not be reviewed

Please do not call or email with questions. Applications will be reviewed on an ongoing basis through application deadline.