



Job Description: Director of Mission Advancement

Exempt: Yes
Supervisor: Executive Director
Salary Level: \$60,000-65,000

Date: April 17, 2024
Prepared by John Cole
Approved by: Personnel Committee

OVERVIEW: Chum is a non-profit 501 (C)3 organization that serves about 8,000 low-income, homeless, hungry, isolated, and otherwise marginalized community members each year. More than 40 faith-based congregations in Duluth are part of Chum and support our core mission: people of faith working together to provide basic necessities, foster stable lives, and organize for a just and compassionate community.

Chum operates an Emergency Shelter, Family Shelter, a Drop-in Center with a Health and Wellness Clinic, Winter Warming Center, Food Shelf, as well as offers Street Outreach, and supportive services for people living at the Steve O'Neil Apartments and the St. Francis Apartments who were previously homeless. Chum's advocacy focuses on policy and systems changes to help improve the lives of people who turn to Chum for services. Chum also provides leadership to Stepping On Up (a collaboration of service agencies) that is working to change Duluth's response to homelessness. We are committed to providing services in a manner that is informed by historic and contemporary forms of marginalization (such as racism, homophobia, and patriarchy) and relevant to the current issues of increasing mental illness and substance misuse. The Director of Mission Advancement must be attuned to these struggles and able to understand, articulate, and synthesize Chum's response to these issues.

POSITION SUMMARY: Chum seeks a seasoned development professional to provide leadership, oversight, strategy, goal setting, and accountability for the Mission Advancement Team. The Director will work with Chum's Executive Director and Board to communicate our mission, vision and strategic plan to the Mission Advancement Team and external community partners, donors, and stakeholders. The Director will develop and maintain a culture of relationship building, donor engagement, generosity, and professionalism with all staff, board members, funders, volunteers, donors, and event and program participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement the Board-approved annual advancement plan.
- Ability to lead a team in developing annual strategies/campaigns in satisfaction of organization's mission, budget, and Strategic Plan goals.
- Provide leadership to the Mission Advancement Team working in the areas of donor engagement, major gifts, special events, volunteer engagement, marketing and communications, grant writing, congregational outreach and advocacy, and data management.
- Work with individual team members to develop and implement successful strategies, prioritize workload, report progress, and achieve goals within their specific areas.
- Attend Chamber and civic organization events, and be visible and accessible for donor engagement as opportunities arise.
- Oversee reconciliation of revenue generated with financial statement income reports.

- Ensure the accuracy, integrity and timeliness of all donor records and acknowledgements, and reports resulting from funded and fundraising activities of the organization.
- Provide stewardship to a portfolio of Chum's major donors.
- Ensure donor confidentiality and overall compliance with Chum's policies and procedures.
- Provide leadership to prepare Chum for a Capital Campaign and work with the Executive Director, Board of Directors, Mission Advancement Team and Campaign Committee to build capacity and launch the project.
- Work with the Development Committee, Executive Director, and Development Director to identify, research, cultivate and solicit major donors for annual, capital, and planned giving.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree required (Masters preferred) and at least ten years' experience in the area of fund development involving major gift cultivation and stewardship, event planning, grant writing, planned giving, donor data/constituent management, marketing and communications, outreach programs, and/or giving and charitable vehicles.
- Proven ability to relate to top community leaders and to inspire their volunteer engagement and financial support.
- Excellent written, verbal, and public speaking communication skills and the ability to articulate the Chum's story, mission, vision, and values.
- Knowledge of and dedication to applying fundraising principles and best practices.
- Ability to develop a successful Mission Advancement Team, build trust with team members, and operate with diplomacy and discretion.
- Ability to develop constructive, cooperative, and respectful relationships with staff, volunteers, Board Members, etc., and maintain those relationships over time.
- Have excellent research and analytical skills; mastery of Microsoft Office Suite is essential.
- Be self-motivated, detail-oriented, and highly organized; have experience using online databases and other resources essential to institutional fundraising.
- Able to work well under pressure, meet and exceed deadlines, able to seek and synthesize information, and communicate in a compelling and succinct form.
- Meticulous organizational skills and attention to detail, promoting donor experiences that are meaningful and engaging.
- Skilled at problem-solving to create solutions by listening, understanding, and responding with timeliness and accuracy.

SKILL REQUIREMENTS:

- **Language Skills:** Ability to read, analyze, and interpret professional periodicals and governmental regulations. Ability to write proposals, reports and general business correspondence. Ability to effectively present information and respond to questions from funders.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs for reports. Mastery of Excel. Ability to construct budgets and financial reports required for institutional fundraising.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Other Skills and Abilities:** Self-motivation; must be flexible, adaptable and resourceful.

PHYSICAL DEMANDS:

While performing duties on the job, the employee is required to: remain stationary, move about inside the office and building to access work materials, operate a computer and other office productivity machinery, occasionally ascend/descend stairs, position themselves to maintain files obtain supplies, communicate information and ideas so others will understand, observe details at close range, move boxes of up to 25 pounds, ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, ability to work in an environment that is usually and occasionally noisy.

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 will operate from an established office location, but will need to travel to various Chum congregational and community locations. Work from home on occasion is possible with supervisory approval.
- The noise level in the work environment is usually moderate to occasionally noisy.

APPLICATION DEADLINE: Please send a cover letter and resume by e-mail to chum@chumduluth.org with “**Director of Mission Advancement**” in the subject line. Resumes will be reviewed as received and the position will be open until filled. Members of traditionally marginalized populations are strongly encouraged to apply.