



Director of Mission Advancement Job Description

Position title: Director of Mission Advancement

Reports to: Executive Director

Works with: FN development staff (Executive Director, Development Coordinator, and Donor Database Manager). Collaborates with operations and missions staff members, member missionaries, Board of Directors, volunteers, and alumni.

Position description: The Director of Mission Advancement will be dedicated to supporting the mission of Friends Network by overseeing all aspects of the organization's financial health and development. The Director of Mission Advancement will manage the development staff and provide leadership in overall donor development efforts, communications, grants, major and deferred gifts, and church relations. This is a public-facing position, and a significant portion of the role involves fostering and stewarding relationships with key donors and stakeholders.

Summary of duties:

1. Lead annual strategic plan for the organization's fundraising and public relations activities (including direct mail appeals, school/church relationships, grant-writing, etc).
2. Oversee public messaging through mail, blog, social media, website, and email.
3. Maintain a portfolio of 100-150 key donors and stakeholders, managing and stewarding all levels of the relationship, solicitation efforts, communications, and acknowledgment (in collaboration with the ED and Development Coordinator).
4. Oversee special campaigns, such as challenge campaigns, Giving Tuesday, etc.
5. Speak and make presentations on behalf of Friends Network in WELS/ELS churches, schools, conferences, and auxiliary groups.
6. Maintain relationships with alumni, especially where they involve volunteering, fundraising, and advocacy.
7. Plan and organize regional fundraising or "friendraising" events.

Position requirements:

The Director of Mission Advancement will be expected to:

1. Travel frequently for donor visits, conferences, organizational meetings, or retreats.
2. Write competently and represent Friends Network as a "voice" in all communications efforts.
3. Use basic digital communications tools and software, including Google Workspace, Zoom, and Microsoft 365.
4. Meet regularly with the Executive Director and the Development Coordinator for administrative partnership and collaboration.
5. Attend quarterly FN Board of Directors meetings (as time and schedule allow) and weekly staff meetings.

This is a full-time, exempt position, conducted either remotely or from the central office in St Paul, MN, with a salary and benefits determined by FN compensation guidelines and synodical code. Position title, job description, and compensation subject to change based on the strengths and experiences of the candidate.

Inquiries can be directed to Aaron Wakeman at awakeman@friendsnet.org. To apply, send resume and cover letter to info@friendsnet.org.