

Christianity Today announces new position of Senior Advancement Officer

Christianity Today is pleased to announce the new position of Senior Advancement Officer. The position will report to Carol Thompson (COO and EVP Mission Advancement) with an open line to Harold Smith (President) and close collaboration with Cory Whitehead (Executive Director of Communications and Development). The Senior Advancement Officer can be a remote position and may not require a move to the Carol Stream area.

Essential Functions and Responsibilities:

- Effectively collaborates with senior leaders to identify prospective major donors (\$5K+) and planned gifts from Christianity Today's donor database and other networks
- Maintain a portfolio of approximately 150 qualified prospective major donors and provide them with opportunities to invest in the mission of Christianity Today
- Travel to cultivate, solicit, and steward relationships, approximately 50% of time and 100 visits a year
- Actively participate in developing and customizing Christianity Today's case statement and corresponding donor materials and proposals
- Keep thorough constituent records and create weekly reports to accurately reflect caseload activity, updates, and performance
- Creatively honor and show ministry appreciation for and impact of major donor's generosity
- Develop proficiency in Raiser's Edge fundraising database and Research Point prospect database
- Maintain a working knowledge of fundraising best practices, including major gifts, endowments, non-cash asset gifts, and planned giving

Qualifications Required: (Essential for the position)

- Bachelor's degree
- 7-10 years fundraising experience
- Major donor cultivation and proposal writing. Proven track record of building donor relationships that result in multiple annual gifts of \$5,000 or more
- Christian nonprofit market experience
- Strong communicator. Excellent written and verbal communication skills
- Ability to travel at least 50%

Qualifications Desired: (Desired but not required for the position)

- Raiser's Edge donor management
- Familiarity and history with CT

The Application Process

If after viewing the video and reviewing this overview, you sense that the gifts and experience God has given you are a good match for this leadership role with Christianity Today, we invite you to make application.

Resume

Submit a current resume that addresses the following for **at least** the past five years of your fundraising experience:

Questions

What is the total amount of money raised by the organization(s)?

- Of this amount, what is the total amount that you personally raised?
- How many gifts that you personally generated were > \$5000?
- How many gifts that you personally generated were > \$25,000?

What is your experience with events – provide specifics (i.e. number per year, type of event, goal of the event, were fund raising goals met for the events, etc.)?

Which donor management software package did you use? What is your level of proficiency with this software?

Describe your faith in Christ. Tell us, in one to two pages, about your faith journey and how that has affected your career. Also incorporate into that any involvement you have had with your local church and/or parachurch ministries, e.g., service opportunities, teaching, offices held, etc.

What is it about the mission and vision of Christianity Today that attracts you to this leadership role?

References

The names and contact information (telephone numbers and e-mail addresses) for four references who know you and your career well enough to comment on your suitability to be the Senior Advancement Officer at Christianity Today. (References will only be contacted after we have requested and received your permission to do so.)

Submit this information in Microsoft Word (.doc) format to:

Tommy W. Thomas

Job*fit*Matters

resumes@simainternational.com

Phone: (615) 261-4623

In the subject line of the email, please write "Senior Advancement Officer - CT"