



## JOB DESCRIPTION

**POSITION TITLE:** Advancement Supervisor

**EXEMPTION STATUS:** Exempt

**JOB RELATIONSHIPS:**

Reports to: Director of Advancement and Chief Executive Officer  
 Supervised by: Director of Advancement  
 Supervises: Development Coordinator, Donor Relations Coordinator, Client Services Coordinator, and Volunteers  
 Interrelationships: Volunteer Coordinator, PR & Marketing Coordinator, Grants Coordinator, AFC finance team, staff members housed at all locations, client children and families, members of the Multi-disciplinary Team, community leaders/volunteers, donors/supporters of AFC.

**Summary:**

The Advancement Supervisor will be responsible for carrying out the philanthropic mission of Alliance For Children in collaboration with the Director of Advancement by strategizing, developing and implementing the organization's fund development and community engagement work plan. This position and their team serve as ambassadors of Alliance For Children within the Tarrant County community to increase awareness of the agency, and drive financial and in-kind support to further and fulfill the mission of Alliance For Children through community-facing events for both donors and clients.

Activities include but are not limited to major giving, annual support, donor relationship management, donor cultivation and stewardship, special events, and client-facing programs. This position will manage their team while also providing support to the Advancement team as a whole.

**Job Duties/Essential Functions:**

Donor Relations/Fundraising

- Generating knowledge of child abuse and enthusiasm for the mission of Alliance For Children in the community. Conduct tours for prospective supporters and serve as a representative within the community to create an affinity for our mission.
- Steward and retain reoccurring donors, and specific assigned groups such as annual donors and special event donors, up to the \$10,000 level. Retain consistent communication with direct reports and Director of Advancement in regard to donors and community giving, both fiscal and in-kind.

- Implement short- and long-term fundraising strategies for operating support, major gifts, special events, and client-facing projects.
- Train staff, special event committees and volunteers as appropriate, to fundraise, both fiscally and in-kind, for the organization. Coordinate administrative support for their outreach.
- Develop, manage, and maintain relationships with community donors. This should include learning about donors and their interest to apply relevant acknowledgement and recognition strategies to improve donor loyalty.
- Engage and solicit existing and prospective donors (individual, corporate, and community) by mail, email, phone, community events, and face-to-face meetings.
- Research and pursue prospective individual, corporate, and community relationships for possible capacity for giving and interest in Alliance For Children's mission.
- Recommend and implement initiatives to increase volunteers, donor retention and acquisition.
- Fill donor pipeline, turning interested persons into supporters to meet Alliance For Children's revenue goals. Match donors with agency's programs, volunteer opportunities, special events and projects, and/or giving programs/opportunities.
- Maintain strong gift recognition program (phone calls, reaching out, etc.) and keep strong communication with donors on Alliance For Children news, giving opportunities, and upcoming events.
- Ensure timeliness of thank you phone calls, notes and letters to donors, special event/project sponsors, and in-kind donors, with periodical follow-ups, especially post-event/project.
- Improve retention rate and capacity of new and current donors, applying best practices with donors. Help decrease donor fatigue and implement strategies to recapture lapsed donors.

#### Special Events, Client Projects, and Affiliated Groups

- Managing special event and special programs spending and budget. Ensure each affiliated budget is accurate and up-to-date, and a plan for success is established and followed.
- Manage, direct, and oversee staff of Alliance For Children's special event fundraising events and client special projects, including committee meetings and volunteer/donor activities.
- Plan and manage special events such as site visits, receptions, donor recognition, client special projects, and fundraising events.
- Prepare event and special project materials, including awareness, solicitation and funding proposals to be distributed to the public.
- Manage Alliance For Children's special programs that pair volunteers and in-kind donors with client's needs. Current programs include Camp BLUE, the Makeover project, Back to School, and holiday programs.
- Oversee all activities and efforts of Pinwheel Society, Alliance For Children's young professional group.
- Manage and supervise the execution and success of North Texas Giving Day.
- With assistance from affinity group members, manage all fundraising events and strategies for assigned groups and projects.

#### Administration/Project Management

- Set and meet detailed timelines for each project/event for successful execution.

- Supervising staff, including determining workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations.
- Ensure regular meetings are held with the program to assist in the teamwork and oversight of the program goals. This is to include regular meetings with special event committees and volunteers.
- Assist in carrying out direction from Board of Director's Advancement Committee plans.
- Analyze effectiveness of development efforts and make improvements accordingly in collaboration with Director of Advancement.
- Work with Development Coordinator to revise Blackbaud information and reporting systems.
- Maintain communication with donors, attendees, sponsors, and vendors to include coordination of data input in Raiser's Edge with Development Coordinator.
- Participate in yearly budgeting process with Director of Advancement. Fundraise and generate revenue to meet event and project goals while managing expenses.
- Attending community group meetings, including collaborative committees, and events to promote and represent Alliance For Children and increase awareness and support.
- Assist in identifying and reviewing mailing lists for projects and donor groups assigned.
- Serve as back-up for Raiser's Edge and data entry as well as contributing processing from gift entry to batches/confirmations to accounting uploads.

The Advancement Supervisor is a leader within the Advancement team. This position will:

- Meet regularly with the Director of Advancement for supervision and program oversight.
- Meet regularly with their direct reports and the entire Advancement team to ensure cohesion and teamwork across the department.
- Manage their programmatic budgets.
- Provide support and direction for their programs in sustaining expected work product and visioning for future needs.
- Support all events and activities produced by the Advancement Department as a whole.
- Accept special assignments and/or duties as assigned by the Director of Advancement or Chief Executive Officer.
- Support the overall mission of Alliance For Children and each program within the agency structure by working collectively with other management team members, demonstrating and modeling a positive, collaborative working environment.
- Perform other duties as requested by the Director of Advancement.

**Knowledge/Skills/Abilities:**

- Bachelor's degree required. Three or more years in a development and/or event management role.
- Knowledge of the Tarrant County philanthropic community.
- Experience with fundraising, including an extensive knowledge of fundraising techniques and best practices.
- High level of written and communication skills.
- Demonstrated track record in designing strategy and managing a team of professionals and experience with fundraising databases.
- Strong interpersonal skills.
- Highly organized with proven ability to multi-task.
- Must have valid driver's license and proof of liability insurance if driving for agency

- purposes.
- Must successfully complete annual criminal and civil background checks.
  - Able to maintain confidentiality and present in a positive, professional manner at all times.
  - Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 25 lbs. (usually office supply boxes). Moderate independent travel by private auto required.

**Mission:**

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.