

LAKEVIEW MINISTRIES

DIRECTOR OF ADVANCEMENT JOB DESCRIPTION

Position Description

The Director of Advancement will provide leadership in the planning, coordination, and implementation of all development and fundraising efforts that support the mission and long-term sustainability of Lakeview Ministries. This includes strategic oversight of annual giving, major gifts, fundraising events, grants, capital campaigns, and planned giving initiatives.

In addition, this position will assist the Executive Director in service to the Camp Lakeview Foundation, a supporting organization of Lakeview Ministries. In this capacity, the Director of Advancement will assist in managing development strategy and will advise the Foundation Board in the operations, growth, and investment management of the Foundation.

The Director of Advancement ensures that all development functions are effectively carried out—either directly or through the leadership of staff, volunteers, and contracted partners—so that Lakeview Ministries continues to thrive in its mission of providing Christian experiences of growth, inspiration, and recreation to people of all ages in a year-round outdoor ministry.

Required Qualifications

1. A belief in Jesus Christ, and a belief that the ministry of Lakeview Ministries is an effective tool of the Holy Spirit to spread the wonderful news of forgiveness and salvation through Christ.
2. Strong verbal and written communication skills.
3. Highly organized, self-motivated, and able to set and achieve strategic goals.
4. Excellent interpersonal skills and the ability to form positive, trust-building relationships.
5. Ability to speak clearly and confidently in both group settings and one-on-one donor conversations.
6. Demonstrated ability to lead, coordinate, and inspire staff and volunteers.
7. Willingness and ability to solicit financial contributions, sponsorships, grants, and planned/estate gifts for the benefit of Lakeview Ministries.

Desired Qualifications

1. Member in good standing of the Lutheran Church—Missouri Synod.
2. Experience in fundraising, donor relations, advancement services, marketing, and/or nonprofit leadership.
3. Background in grant writing and reporting.
4. Knowledge of charitable investments, endowments, and planned giving vehicles.
5. Connections within Lutheran philanthropy or Lakeview's existing ministry network.

To Whom Responsible

The Executive Director in terms of training, work assignments, supervision, evaluation, and personnel practices.

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General Responsibilities

1. With the Executive Director develop and implement a comprehensive annual advancement strategy, addressing visions and goals for each of the following areas, (but not limited to):
 - Annual giving
 - Relationship/fundraising events
 - Major gifts and planned giving strategy
 - Capital campaigns
 - Grant support
2. Lead and coordinate staff, volunteers, ambassadors, and committees engaged in advancement activities.
3. Provide leadership for all advancement initiatives and strategies supporting the Camp Lakeview Foundation.
4. Possess an attitude and actions which continually reflect that Christ lives within you and that you view your position as an opportunity to be in His service.

Specific Responsibilities

(Coordinate with the Executive Director, staff and volunteers to complete the following tasks.)

Annual Operating Fund

- Manage all aspects of the Lakeview Partner program including, but not limited to donor communications, solicitations, recognition, retention, and growth.

Relationship/Fundraising Events

- Manage all aspects of the special events planned throughout the year to deepen the relationships and connection of the Lakeview family.

Major Gifts

- Identify, Cultivate, solicit, and steward major donors.

Planned Giving

- Manage all aspects of Lakeview's planned giving program to build up the Camp Lakeview Foundation and its ability to impact the operations of Lakeview Ministries.

Capital Campaign

- Manage the planning and implementation of Lakeview's capital campaigns to obtain the funding to complete the strategic plans of the organization.

Grant Proposals

- Research, write, and submit grant proposals to community and corporate entities whose objectives are aligned with the mission and vision of Lakeview Ministries.

Other Responsibilities

- Sustain staff and volunteer morale, fellowship, spiritual well-being, and team unity.
- Evaluate current operations and make recommendations as they arise.

As a team member, assist other staff in any task that will enhance the outdoor ministry of Lakeview Ministries.