

## **Director of Mission Advancement**

The Director of Mission Advancement is a high level leadership position within Family Missions Company, overseeing the Mission Advancement Department and reporting directly to the Executive Director. The Director oversees all operations by which Family Missions Company attracts and invites those outside of the organization into partnership with our missionary efforts. This includes:

- Media and Marketing
- Stateside Retreat Centers
- Short Term Mission Trips
- Development
- Donor Services and Database Management

### **RESPONSIBILITIES**

- Assist the Executive Director and Leadership Team in the clarification and attainment of company and departmental goals in line with the overall mission of FMC and long term goals
- Provide reports to keep the Executive Director and Board informed of departmental progress
- Directly supervises five department team leads and ensure the successful management of their teams
- Attract and retain appropriate staff, optimize organizational structure, oversee recruiting, training, and professional development
- Establish, promote and maintain a culture of goal oriented and accountable action within the department
- Assist Team Leads in the clarification and strategic attainment of quarterly goals
- Conduct quarterly staff evaluations
- Manage the preparation, revision, and monitoring of the annual operating budgets and certifies that department activity remains within budgetary limits
- Ensure the ongoing design, implementation, and refinement of comprehensive, inspiring, and successful media campaigns and fundraising initiatives
- Provide leadership, strategy, guidance and accountability to Development personnel
- Guide the strategic visioning and implementation of FMC's short term mission trips, defining goals, processes, and desired impact
- Ensures Development Team achieves funding goals in line with the needs of Family Missions Company
- Oversees the successful management of FMC's retreat centers
- Ensure the proper utilization of Salesforce for data management and utilization

### **SKILLS AND REQUIREMENTS**

- Strong personal belief in and dedication to the mission of Family Missions Company
- Contagiously passionate about sharing the work of Family Missions Company

- Strong business acumen, proven leadership ability, communications skills and organizational development
- Demonstrated experience in defining strategy, setting organizational expectations, and executing to meet organizational goals
- Ability to articulate and exemplify the mission, spirituality, and values of Family Missions Company
- Well-organized self-starter with the ability to manage and achieve multiple goals simultaneously
- Able to set and continually inspire and lead a team towards a common vision
- Eager to monitor key metrics in order to identify best practices and sustain high performance standards
- Exceptional written and verbal communication skills
- Computer literate
- Experience with Salesforce (preferred)

## **SALARY RANGE & HOUSING**

Expected pay range is \$50,000 - \$55,000 with housing available from Family Missions Company. Actual hiring range may vary based on qualifications and experience.