



POSITION DESCRIPTION:

Director for Advancement

This description is not intended to be an exhaustive list of all responsibilities, duties and skills required.

DATE: February 9, 2024

DEPARTMENT: Advancement

REPORTS TO: Executive Directors

POSITION SUMMARY

Mission: Growing from the love of Christ, Holden Village is a courageous community that welcomes all people into the wilderness to form and renew their relationships with God, the earth, and each other.

The Director for Advancement oversees all fundraising, outreach, and communications efforts, managing a team to execute the work, and collaborating with staff across departments of the organization. The Director for Advancement works with the Board of Directors and Development Committee of the Board to determine priorities, cultivate relationships with current and prospective donors and supporters, and actively engage in acquiring gifts.

Holden Village is a wilderness retreat center founded and rooted in the Lutheran tradition and located in the midst of the Cascade Mountains in Washington State. Since 1962, Holden Village has transformed a former copper mining town into a vibrant place of education, programming, and worship. Holden Village welcomes and embraces people of all races, ethnicities, religious backgrounds, gender identities, sexual orientations, and abilities. Holden Village has been a Reconciling in Christ congregation since 1985.

More than 6,000 people visit and/or volunteer each year. Holden Village is a 501C-3 non-profit organization. Sixty percent (60%) of our operating budget is derived from fees paid by guests; forty percent (40%) is derived from annual donations. For more information visit:

www.holdenvillage.org

MAJOR FUNCTIONS (principal duties and responsibilities; such as client/categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Cultivate relationships with the community, volunteers, and both current and prospective donors
- Supervise team of employees and volunteers on the Advancement team, responsible for content creation and design, internal and external communication, digital media, annual fund, capital campaign, outreach, and special events
- Work with Board of Directors Development Committee to plan, prioritize, implement Holden Village's fundraising strategy
- Provide support and counsel to the Holden Village Executive Directors in developing initiatives and strategic plans to advance Holden Village's philanthropic efforts and achieve goals

- Provide leadership in carrying out Holden Village's mission, vision, and core values through print and digital publications, website and social media presence
- Participate as a member of the Holden Village senior leadership team
- Create multi-year communications and development plans
- Represent the advancement goals and vision of Holden Village to the public
- Supervise timely tracking, recognition and reporting of donors
- Oversee maintenance of the organization's donor tracking database
- Provide development reports and updates for Directors and Board
- Percentage of work time, on average, spent in the Village 25% Outside the Village 75%

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Bachelor's Degree
- Five+ years fund development experience including major and/or planned gifts
- Strong communications and presentation skills including the ability to address groups with informative materials and to persuasively convey the mission of Holden Village
- The ability to earn the confidence of a wide range of internal and external constituents
- Established background in coordinating nonprofit donation strategies and staff/volunteer leadership
- Proven track record of raising funds for diverse areas including capital, annual fund, programs, endowment, and events
- Ability to write creatively and to formulate gift proposals
- Understanding of estate planning techniques and gift planning methods
- Ability to create and implement a communication and marketing strategy for several different audiences
- Familiar with donor databases and other fundraising technology
- Strong customer-service mindset and commitment to accountability
- Commitment to the mission, vision and values of Holden Village
- A creative, organized, focused and goal-oriented personality coupled with a high level of initiative, energy and ability to work independently and collaboratively

COMPENSATION & BENEFITS

As a remote, "downlake" employee, you are eligible for the following compensation and benefits:

- Full-time, \$60,000 - \$67,000 annually DOQ + opportunity for performance bonuses
- Health insurance including medical, dental, and vision
- Basic life insurance
- Simple IRA match up to 3% of base salary
- Mobile phone and travel expense reimbursement
- Boat tickets, room & board for employee provided for work-related Village visits
- Friend and Family days for trips to the Village (subject to availability)
- Vacation – self-managed PTO, in collaboration with your supervisor.
- Life Flight membership (emergency helicopter transport based on medical need)
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!