

TEAM | The Evangelical Alliance Mission

Human Resources Department
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United States



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ABOUT THE EMPLOYER

TEAM - The Evangelical Alliance Mission is a global ministry organization founded in 1890 that partners with churches to equip and send global servants who make disciples of Jesus Christ among the nations, leading to the formation of reproducing churches, going where the most people have the most need. We envision the church transforming our world, proclaiming the Gospel in both word and action.

To accomplish this purpose, we subject our lives to the truth of Scripture and we rely on God through prayer. God provides what is necessary to carry out His plan to build His Church among the nations. While only God can save, we speak His words, use His gifts, and reflect His love. Without constant reliance on God through prayer and obedience to His Word, we can do none of these things.

TEAM is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of TEAM as an Equal Opportunity Employer does not prevent the organization from hiring personnel based on their religious beliefs so that all personnel shares the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. [§] 2000e[-]1(a)), TEAM has the right to and does, hire only candidates who wholeheartedly and without reservation agree with [TEAM's Statement of Faith](#).

ABOUT YOU

Every candidate should be a believer in the Lord Jesus Christ who is in fellowship with a bible-believing church and **wants to make a difference through involvement in the global advance of Christ's Kingdom**. This individual must personally embrace the [purpose, vision, beliefs, and values of TEAM](#).

TEAM STAFF COMPETENCIES

Interpersonal Skills

- Treats others appropriately with sensitivity and respect
- Resolves differences effectively and graciously
- Contributes to team cooperation among workgroups

Communication

- Listens actively and asks for clarification as needed
- Expresses thoughts clearly in speaking and writing
- Selects the medium, forum, and manner appropriate for the setting and culture

Adaptability

- Flexible with differing work styles and culture
- Receptive to new or additional assignments
- Responds constructively to changing conditions and setbacks

Servanthood

- Shows a commitment to serve for the good of others
- Ensures that actions meet the needs of the work context
- Embraces accountability for one's work and outcomes

Decision-making

- Considers differing points of view and seeks input
- Able to analyze facts, solve problems and make decisions
- Demonstrates prayerful discernment and good judgment

Task Management

- Demonstrates mastery of fundamentals required
- Takes Initiative that leads to effective results
- Plans and prioritizes workload for timely completion

Continual Learning

- Assesses and recognizes own strengths and weaknesses
- Maintains a growth plan and pursues self-development
- Regularly meets with a growth partner for encouragement

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JOB DESCRIPTION

Job Title:	Director of Advancement	Revised Date:	October 2021
Reports to:	Executive Director Global Resources and Chief Advancement Officer	Department:	Advancement
Work Location:	Hybrid - Office and Remote Preferred	Job Classification:	Full-time; Salaried

JOB QUALIFICATIONS:

- Spiritually mature with a growing relationship with Jesus Christ.
- Ability to hold high levels of confidentiality.
- Proven ability to partner with senior leadership on aligning fundraising priorities with organizational priorities, using metrics to ensure accountability.
- Exemplary relational intelligence and service orientation toward assisting others in meeting their spiritual and philanthropic goals.
- Creative, self-starter, highly comfortable with balancing multiple priorities.
- Proven track record in fundraising in all aspects of the identification, cultivation, solicitation, and stewardship cycle.
- Masterful management of the annual advancement fundraising cycle.
- Proven Expertise with fundraising cloud-based software and online giving tools; ability and flexibility to learn new systems and software.
- Teachable spirit with enthusiasm toward learning, developing and implementing new processes.
- Understanding of and experience with a variety of giving instruments, including bequests, annuities, and trusts.
- Command of IRS regulations regarding charitable contributions.
- A minimum of five years of professional experience in advancement, marketing, and related fields.
- Excellent verbal and written communication skills.
- Bachelor's degree required.
- Experience in a Christian missions agency or similar ministry is a plus.
- Certified Fundraising Executive (CFRE) a plus.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The following abilities are required for the position:

- Work at a desk in an office or home-office setting; Sit at an office desk or in a meeting room for extended periods of time.
- Work for extended periods of time at a computer, requiring the ability to send and receive information with necessary optical, auditory and manual dexterity (fax machine, copier, scanner, etc.).
- Use a keyboard and mouse to enter, retrieve or transfer words or data information and/or move from screen to screen on the computer to view information.
- Tolerate dust and fumes from general cleaning and maintenance procedures.
- Superb written, verbal, and interpersonal skills; comprehend and speak English.

- Display the command and editing skills necessary to proofread written material.
- Perform basic mathematical calculations.
- Walk, stand, stoop and kneel to file and retrieve files from cabinet drawers; Sit at an office desk or in a meeting room for extended periods of time.
- Frequent travel required (up to 50%); must be able to navigate airports and travel domestically and internationally.

JOB OVERVIEW:

Under the direction of the Chief Advancement Officer, the Director of Advancement leads and manages the annual fundraising cycle to guide all donor relationships to a deeper understanding of and commitment to TEAM’s transformational mission. This cyclical process employs planning and segment strategy to achieve annual fundraising goals for TEAM’s global outreach fund and prioritized projects. Understanding the role of major gifts, the Director of Advancement will manage the assignment and strategy of the team’s major gift development program. Foundation cultivation and proposal writing is a fruitful aspect of their major donor strategy. A true generalist, this individual shapes and deploys the organizational case for support for all fundraising communication, including the website, social media, and digital marketing. A proven professional, this individual understands the power of a mission-focused, relationally driven advancement effort.

KEY RESPONSIBILITIES:¹

- Translates TEAM’s God-given vision and mission to a growing community of committed partners.
- Manages TEAM’s advancement team in achieving annual cyclical fundraising goals through a detailed segmented plan.
- Manages a personal portfolio of donors, cultivating deeper ownership of TEAM’s vision and mission.
- Leads the department from a profound and proven commitment to an understanding of Biblical stewardship.
- Engages donors (individuals, foundations, and churches) more deeply with TEAM’s missions through briefings, events, donor-vision trips, and ministry briefings, etc.
- Leads the advancement team’s annual fund strategies successfully to fulfill budget goals.
- With the marketing department, develops, schedules, and oversees annual appeals, impact reports, newsletters, etc., and all levels of donors, moving them through the stages of qualification, cultivation, solicitation, and stewardship as needed.
- Engages volunteers in national advancement efforts, both in donor events, cultivation and solicitations.
- Oversees departmental donor base management in order to maintain up-to-date and accurate contact information and relational touch points with donors.
- Ensures appropriate donor recognition and stewardship.
- Establishes and maintains vibrant relationships with global workers, assisting in funding projects to achieve missional priorities.
- With CAO, manage the departmental budget to achieve an annual plan and execute prioritized activities.
- Works collaboratively with Global Resources colleagues to forge connections and flow of information and resources in each sector
- Prepare weekly, monthly and annual reports on all campaign activities.
- Other duties as assigned.

¹ Disclaimer: The information in this job description indicates the general nature and level of work to be performed. This job description is not designed to contain or be interpreted as totally comprehensive of every job duty, responsibility, or qualification required by an employee assigned to this job. While employed in this position, an employee may be required to perform other assignments not listed in the job description.

Applications for employment are available online at <https://team.org/about-us/staff-opportunities>. Inquiries may be made to:

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