



Job Description – Senior Consultant

ESSENTIAL RESPONSIBILITIES

Strategize, Lead and Manage

- › Impart a sustainable major gifts program and/or successful campaign.
- › Work with organization and volunteer leadership to implement the proposed plan of action.
- › Organize, support and be a resource to all members of an organization's advancement team.
- › Provide orientation and training through formal and informal methods to develop the skills of the advancement staff and volunteers.
- › Coordinate communications efforts, including print and visual collateral materials.
- › Facilitate resource mapping process--prospect identification, research and evaluation.
- › Develop cultivation and solicitation strategies for key donor prospects; brief and prepare the solicitation team about their roles.
- › Maintain communication through post-visit follow-up memos, telephone and email communications with client and key volunteer leaders when off-site. Be accessible and responsive to the client.
- › Introduce a level of professionalism to the advancement office of the client that will bring an impactful success to the initiative as well as the mission of the organization.

QUALIFICATIONS

Education and/or Experience/Skills

- › Bachelor's degree and 8-10 years of related experience; or equivalent combination of applicable advanced degree and experience.
- › Experience working with nonprofit organizations is required
- › Exceptional communication skills, specifically writing, as well as one-on-one communication and presentation abilities.
- › Willingness to work with faith-based organizations and ability to understand their specific organizational cultures.
- › Proactive & independent approach to all duties and responsibilities internally and with clients.
- › Ability to work with organizational and volunteer leadership while exhibiting a professional management style.
- › Ability to demonstrate a mature understanding of the particular needs of nonprofits & fundraising best practices.



- › Ability to build relationships, lead people, and get results through others.
- › Positive attitude.
- › Ability to take direction and be a team player.
- › Critical thinking and problem solving skills.
- › Ability to demonstrate efficient time management and prioritization of workload.
- › Computer literate with ability to understand new applications.

