



**Position Title:** Director of Advancement

**Work Schedule:** Full-time, hours vary

**Location:** Charlotte, NC

[Indeed Job Listing](#)

**About Families Forward Charlotte:**

Founded in 2017, Families Forward Charlotte (FFC) is a nonprofit organization that partners with families living in poverty in Mecklenburg County, NC, to achieve lasting economic stability. We provide educational opportunities, essential support, and foster long-term relationships through individualized mentoring. As we continue to grow rapidly to meet increasing demand, we are seeking a strategic and dynamic leader to guide our advancement efforts and manage our dedicated team.

**Revenue:** \$1,250,000+

For more information, visit [www.FamiliesForwardCharlotte.org](http://www.FamiliesForwardCharlotte.org).

**Overview of Position:**

The Director of Advancement serves as a strategic partner to the Executive Director and plays a critical leadership role in driving the strategic direction of Families Forward Charlotte. This position is responsible for conceiving and implementing a comprehensive advancement strategy that includes fundraising, strategic partnerships, and staff management. This role is pivotal in securing the financial resources necessary to support FFC's mission and expanding our reach and impact. The Director will guide the organization's growth by overseeing and implementing individual, corporate, foundation, and grant development strategies, and by managing staff to achieve organizational goals. As we continue to grow rapidly to meet increasing demand, we are seeking a strategic and dynamic leader to guide our advancement efforts and manage our dedicated and growing team.

The Director of Advancement reports directly to the Executive Director and collaborates closely with the Sponsorship/Fundraising and Event committee, providing strategic input and leadership to advance the organization's mission.

## **Essential Job Functions:**

### **Strategic Leadership and Staff Management (20%)**

- In conjunction with the Executive Director, develop and execute Families Forward Charlotte's long-term strategic advancement plan, ensuring alignment with organizational goals.
- Lead and mentor a team of professionals, including development, communications, and program staff, to foster a collaborative and results-driven environment. We currently have a team of six with plans to grow to meet increased demand.
- Set and monitor performance goals for staff, providing regular feedback and professional development opportunities.
- Collaborate with the Executive Director to establish priorities, allocate resources effectively, and drive organizational growth.
- Provide strategic oversight of all fundraising activities, including securing financial support from individuals, corporations, grant, in-kind, foundation, and faith-based institutions.

### **Individual, Corporate, Grant, Religious, and Foundation Relations (55%)**

- In conjunction with the Executive Director, develop and implement a robust fundraising strategy to secure significant contributions from individuals, corporate, in-kind, grant, foundation, and faith-based sectors.
- Identify, cultivate, and prioritize relationships with key funders and partners to align with FFC's mission and vision.
- Oversee the preparation and submission of grant proposals, ensuring timely and accurate reporting to funders.
- Serve as the primary liaison between FFC and its donors, maintaining and deepening relationships through regular stewardship, communication, and engagement.

### **Fundraising Events (10%)**

- Plan and execute key fundraising events, including the annual gala, ensuring they align with FFC's strategic goals.
- Develop and manage sponsorship packages, silent auctions, and other event components to maximize revenue.
- Coordinate post-event follow-up and relationship management to enhance future support.

### **Communications and Marketing (10%)**

- Oversee all communications and marketing efforts, including the development and dissemination of newsletters, social media content, and the annual report.

- Represent FFC at internal and external events, speaking engagements, and public relations activities to elevate the organization's profile and mission.

### **Systems and Infrastructure (5%)**

- Maintain and enhance FFC's donor database and tracking systems to ensure the accuracy and efficacy of fundraising efforts.
- Develop and analyze regular fundraising reports to measure progress toward goals and inform strategic decision-making.

### **Program Implementation Support (5%)**

- Collaborate with program staff to ensure alignment between fundraising efforts and programmatic needs.
- Assist in developing and managing strategic partnerships with government and community or corporate organizations to support FFC's programs.

### **Qualifications:**

- Minimum of 5 years of experience in nonprofit advancement, including grant writing, donor development, and staff management.
- Mission-driven with a strong commitment to improving social outcomes.
- Interest in innovative, creative, and specialized programs.
- Bachelor's Degree required, MA preferred.
- Ability to travel between program sites and within the Charlotte area. License and reliable vehicle required.
- Proven track record in securing major support from diverse funding sources.
- Strong leadership and team management skills, with experience mentoring and developing staff.
- Exceptional organizational, managerial, and problem-solving abilities.
- Excellent oral and written communication skills, with a strong leadership presence.
- Proficient in Microsoft Office and experienced with donor management databases.
- Ability to respond flexibly to a fluid and evolving environment and growing organization.
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with the ability to plan, prioritize, coordinate, and manage own work.
- Commitment to professional ethics in working with confidential, sensitive information.

**Sample Work Week:**

- Strategic planning and team meetings (5 hours)
- Outreach and relationship-building with funders (16 hours)
- Grant proposal writing and submission (4 hours)
- Oversight of special events and sponsorships (5 hours)
- Communications and marketing content development (2 hours)
- Staff development and mentoring (3 hours)
- Program coordination and partnership management (4 hours)
- Weekly meeting with Executive Director (1 hour)

**Salary:** \$85,000-\$95,000

**Benefits:** Generous Vacation, sick leave plus health insurance and retirement benefits.

To apply, please submit a resume and cover letter through [Indeed Job Listing](#)

The application deadline is September 20, 2024. Start date as early Dec 1, 2024.

Families Forward Charlotte is an equal opportunity employer and does not discriminate in its selection of candidates for employment based on race, color, national origin, religion, sex, sexual orientation, marital status, mental or physical disability, socioeconomic status, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.