

# Center for Sustainable Climate Solutions (CSCS)

## Advancement Officer

### Summary

CSCS seeks an individual who is passionate about climate issues, is committed to engaging Mennonites and other Anabaptists on this issue, and can energetically help CSCS widen our base of financial supporters. This Advancement Officer position would be part of a broader team of individuals across the country who are promoting the CSCS mission of “*envisioning Anabaptists fully engaged in actions which mitigate climate change, and Anabaptist perspectives influencing the larger climate conversation*”.

This position provides guidance to advancement activities for the Center, with the primary goal of engaging a larger pool of supporters through financial giving and other forms of support. The advancement officer actively works with the director to achieve fundraising goals by planning, coordinating and ensuring implementation of strategies to develop donors and contributions to support the Center.

CSCS is uniquely organized as a joint program of three core partners - Eastern Mennonite University, Mennonite Central Committee, and Goshen College. However, advancement activities occur through CSCS's own advancement program, and are not undertaken by the core partners. As such, activities of the CSCS advancement program are not only internal, but also require a level of coordination with core partner's own advancement offices. The advancement director will need to be comfortable with some degree of coordination with these offices; procedures are partly outlined by MOU's, and partly negotiated depending on specific situations.

### Contract

The successful applicant will receive an independent contract to undertake the general duties and responsibilities listed in this document through the end of December 2021, with the expectation that the position will be ongoing. Previous advancement experience preferred, but applicants at all levels of experience are considered. Contract payment amount dependent on the strength and experience of the applicant. We anticipate this position taking 10-20 hour per week, with the time for any specific week variable, depending on the planned activities (for example, some weeks will involve travel).

### Primary Duties or Responsibilities

- Work as a team with the CSCS director to identify, research and cultivate prospects for fund giving. Solicits contributions on behalf of the Center.
- Manage the day-to-day advancement activities.
- Appropriately represent the Center to donors and prospects.
- Relate to advancement offices of core partners to appropriately coordinate fundraising with partner activities.
- Undertake activities which build relationships with donors in a way that elicits buy-in with the mission of the Center. Solicit diverse contributions such as gifts of time, advocacy, and prayer, in addition financial contributions.

- Promote events that encourage donor involvement, including preparing promotional materials. Includes coordination of planning and implementation of key cultivation and stewardship events.
- Develop and maintain appropriate systems for donor management, including gift recognition.
- Helps establish targets for fundraising performance, monitor results and evaluate the effectiveness of the advancement activities. Prepare an annual advancement plan.
- Ensure that philanthropy is carried out in keeping with the organization's values, mission, and plans. Ensure compliance with standards of professional conduct for fundraising.
- Assist with grant/foundation research and development as appropriate.
- Work with director, staff and boards in articulating the evolving strategy for financial sustainability.

## Qualifications

- Minimum: Bachelor's degree.
- Prior fundraising experience preferred.
- Strong relational skills, with ability to interact with a variety of people.
- Ability to relate to donor prospects in an invitational manner, with a central focus on organizational mission.
- Ability to work in a context where many donor relationships require coordinating with core partner organizations.
- Excellent organizational and time management skills; ability to work accurately and efficiently.
- Strong oral and written communication skills. Ability to clearly convey information in writing and in person.
- The ability to work effectively in a team environment as well as take initiative independently.
- Familiarity with basic principles of fundraising, with openness to learning and applying marketing concepts and strategies.
- Commitment to respect and maintain confidentiality of donor information.
- Willingness to travel, and to be flexible with timing of activities.
- Demonstrates confidence in asking people to contribute money.

## Priorities (*to December 2021*)

- Work with CSCS list of donors to solidify existing relationships.
- Identify ways to build up the list of prospective donors, and establish relationships with the prospects.
- Identify ways to cultivate prospects once identified and relationships are established.
- Work with director to revise advancement plan.
- Cultivate a stronger working relationship with core partner advancement offices.
- Implement plan to build a fund of at least \$200,000 for the 2022-23 financial year, and if possible to supplement the \$200,000 in funds already available for the 2021-22 financial year.

**Applicants should send cover letter, resume, and contact information for 3 references to:**

Doug Graber Neufeld

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