



POSITION DESCRIPTION:

**Director for Advancement**

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*This position is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of people in these positions.*

**DATE:** July 2024  
**WORK TEAM :** Advancement  
**POSITION CLASSIFICATION:** Employee  
**REPORTS TO:** Executive Directors  
**LENGTH OF SERVICE:** 2-3 years, Ongoing

*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.*

**About Holden Village:**

Holden Village is a wilderness community and 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 spiritual formation. Holden Village welcomes and embraces people of all races, ethnicities, religious backgrounds, physical abilities, gender identities, and sexual orientations. More than 6,000 people visit and/or volunteer each year. 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 501(c)(3) non-profit organization. Sixty percent (60%) of Village operating budget is derived from fees paid by guests; forty percent (40%) is derived from annual donations. For more information visit: [www.holdenvillage.org](http://www.holdenvillage.org).

**Position Description:**

The Director for Advancement oversees all fundraising, outreach, and communications efforts, manages a team of five or more to execute the work, and collaborates with staff across departments. The Director for Advancement works with the Board of Directors, particularly the Advancement Committee, to determine priorities, cultivate relationships with current and prospective donors and supporters, and actively engage in acquiring gifts. The Director for Advancement is a member of the senior leadership team and participates in making strategic decisions about Holden Village.

**MAJOR FUNCTIONS**

*(Principal duties and responsibilities; such as categories supported, staff size, volume managed, etc.)*

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

- Implement Advancement Plan:

- o Create and oversee implementation of advancement plans to meet or exceed annual revenue objectives and other goals.
- o Continually develop new revenue sources, build relationships to retain and attain individual donors, acquire corporate and foundation grants, build community partnerships, and recruit volunteers.
- Supervise, mentor, and guide advancement team long-term volunteers and employees who are responsible for fund development and communications/marketing activities.
- Provide staff leadership and support to the Board Advancement Committee for planning, prioritizing, and implementing Holden Village's fund development strategy.
- Work collaboratively with Executive Directors to develop initiatives and strategic plans that advance Holden Village's philanthropic efforts and achieve organizational goals.
- Participate as a member of the Holden Village senior leadership team.
- Provide leadership in carrying out Holden Village's mission, vision, and core values through fund development activities, including annual fund, major gifts, planned giving, capital campaign, special events, as well as communication/marketing activities, such as print and digital publications, website and social media presence.
- Represent Holden Village's advancement goals and vision to the public.
- Ensure that fund development and communications policies are up to date, follow best practices, and are approved by the Board Advancement Committee.
- Oversee creation and management of annual advancement budget.
- Gift processing & database:
  - o Supervise timely tracking, acknowledgement and reporting of donor contributions
  - o Provide development reports and updates for Executive Directors and Board.
  - o Oversee maintenance of the organization's donor database.

## 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 or combination of education and experience sufficient to successfully accomplish functions of this position.
- Five or more years of advancement experience with increasing responsibility and demonstrated positive results.
- Demonstrated experience developing and implementing advancement plans and translating aspirational vision into tactical strategies.
- Proven track record of raising funds through various efforts including annual fund, major gifts, planned giving, capital and/or endowment campaign, and events.
- Experience leading and managing long-term volunteers in collaborative advancement and program efforts.
- Experience working effectively with and reporting to the Board and Board Advancement Committee.
- Strong written and verbal communication skills including ability to address various internal and external groups, build rapport and confidence, and persuasively convey the mission of Holden Village.
- Proficiency in creating and implementing communications/marketing strategies for reaching different audiences via various channels.
- Familiarity with donor databases and various digital fundraising platforms.
- Strong customer-service mindset and commitment to accountability.
- Creative, organized, focused and goal-oriented coupled with a high level of integrity, initiative, energy and ability to work independently and collaboratively.
- Commitment to the mission, vision and values of Holden Village.

## COMPENSATION & BENEFITS

*As an Employee, you are eligible for the following compensation and benefits:*

- \$31,500/year salary and quarterly bonus structure
- Food (three meals/day)
- Housing and utilities
- Free parking at Field's Point
- Health insurance (medical, dental, and vision)
- Basic life insurance
- Life Flight insurance (emergency helicopter transportation based on medical need)
- Simple IRA account
- 42 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Access to amazing hiking opportunities, community events, teaching sessions, art studios, and other educational opportunities!

**Although this position is currently budgeted to be an in village position, we would consider augmenting compensation for the right candidate to work remotely. Please contact the staffing office if you are interested in applying for this position as a remote worker.**