



DIRECTOR OF ADVANCEMENT

REPORTS TO:	VICE PRESIDENT OF EXTERNAL RELATIONS
PRIMARY LOCATION:	BATON ROUGE (METAIRIE)
POSITION TYPE:	FULL TIME, EXEMPT
<i>Be sure to consult THE CENTER'S Organizational Structure & Description</i>	

Summary

Reporting to the Vice President (VP) of External Relations, the Director of Advancement provides leadership, planning, and support with all fund development opportunities, collaborations and partnership initiatives. In partnership with the VP of External Relations, the Director of Advancement is responsible for all fundraising and development activities to include marketing and communications under their leadership. The Director of Advancement will lead implementation of a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support, overseeing revenue-generating programs, funding initiatives, and growing partnerships throughout The Center's service areas.

Position Responsibilities & Core Functions

- Primary responsibility and leadership for establishing and implementing the infrastructure needed to grow the organization's revenue through the solicitation of individual gifts, corporate and foundation support, and event sponsorships.
- Identify, cultivate, solicit and steward funders to support The Center's current program and new initiatives.
- Provide leadership by facilitating The Center's sponsor and/or exhibitor initiatives for programs and activities hosted and/or planned by The Center as directed by the Vice President of External Relations
- Provide leadership of The Center's Corporate Partnerships Plan and corporate partner strategies
- Lead and facilitate collaborations, partnerships, and alliances in support of The Center's mission
- Primary responsibility and leadership for research, development and execution of all grants and/or funding proposals in partnership with key staff
- Facilitate event sponsorship activities including recommendations to members of the leadership team on which events and activities The Center should prioritize for participation
- Develop and implement a stewardship program aimed at cultivating deeper ties with current and prospective donors, including donor growth.
- Collaborate with appropriate staff and/or stakeholders to ensure overall coordination, cultivation, and stewardship of the organization's current and future donors;
- Collaborate with appropriate staff to coordinate, and at times co-lead, marketing and communications strategies
- Collaborate with appropriate staff to provide evaluative information and statistics for consumption by the media and general public as directed by the President & CEO
- Provide leadership and guidance, while promoting a positive work culture, to assigned staff and with all members of The Center's team
- Coordinate strategic efforts with appropriate staff including, but not limited to, members of the Leadership team as directed by the President & CEO
- Fully comply with board-approved policies and corresponding procedures
- Provide and/or lead other services and priorities of The Center as directed by the President & CEO