Job Title: Advancement Director
Status: Full Time, Exempt
Salary: $53,858 - $84,726

In an effort to increase equity, The Milk Bank lists salary ranges. Most new hires begin at an entry salary level between starting and the 25th percentile. As salary negotiations tend to have an unfair bias, the organization does not typically participate in negotiations outside of this range. Ranges are reviewed bi-annually and benchmarked against regional salary surveys as well as living wage indicators. Salary is one element of a robust compensation philosophy.

**Organization/Position Summary:**
The Milk Bank is a non-profit human milk bank dedicated to combatting infant mortality by providing Pasteurized Donor Human Milk (PDHM) for premature and ill infants across the Midwest via Neonatal Intensive Care Units (NICUs), hospital inpatient units, and outpatient programs. The Milk Bank strives to ensure that every child has the best chance to celebrate their first birthday.

Under the supervision of the CEO this position is primarily responsible for advancing mission through leadership in all areas of fund development, stewardship, and public engagement. Focus is on donor strategy (financial, time, and milk) and fundraising activities. This role will serve as a key relationship builder for internal and external stakeholders in effort to build awareness and support from all constituents. “Fundraising is a function of development, and development is a function of advancement.”

**Essential Duties and Responsibilities:**
- Lead fund development strategy, solicitation, and analysis across giving channels including individual giving, major gifts, corporate donations, grant solicitation, planned/endowment giving, third party giving and special events/campaigns. Efforts include prospect development and donor identification, cultivation, and stewardship.
- Develop, implement, and evaluate a comprehensive annual fund development plan to increase giving and retention efforts.
- Provide project management, oversight and supervision of Advancement operations including setting individual and department KPIs for a team of four; Hires, coaches, supervises, and evaluates departmental staff and contracts.
- Lead grant and funder research, proposal submission and reporting.
- Provide strategy and oversite for CRM management and data health.
• Work in partnership with staff, board, and volunteers to develop and coordinate special event fundraising including planning of logistics, sponsorship solicitation, marketing, and volunteer management.
• Participate in setting budget projections and adhere to approved budget for fund development. Accountable for achieving or exceeding minimum fundraising and friendraising targets. Solicit in-kind donations to offset expenses.
• Prepare and manage gift acceptance policies in accordance with ethical fundraising practices
• Oversee communication and brand management efforts. Oversee the design, implementation and management of outreach and public relationships including digital and social media, earned media, tours/open houses, and marketing efforts.
• Serve as a key member of the organization’s leadership team focused on high morale, accountability, and culture.

**Required Professional Characteristics:**
• Demonstrated advanced public speaking skills, writing skills and computer literacy
• Ability to bring fresh ideas and creative approaches to campaigns, communications, and retention efforts
• Handles competing priorities while consistently meeting deadlines
• Actively seeks to give and receive constructive feedback
• Requires ability to present or speak in front of peers and public.
• Requires ability to work independently or as a participating member of a team.
• Excellent time management skills and superb work ethic.
• Welcomes other duties as assigned

**Experience and Education:**
Four-year degree and three years’ experience in fund development, nonprofit leadership, sales, or related field required. CFRE preferred.

**The Milk Bank Values and Culture:**
The Milk Bank is a fiercely mission-driven organization that strives to be unwaveringly inclusive and uncompromising champions of science and safety. Each team member understands how work culture shapes daily experiences, influencing how we collaborate, communicate and approach challenges. Successful team members value integrity, customer service, courageous communications, a problem-solving orientation, and positive, growth-oriented mindset.

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