

Job Title:	Director of Advancement	Work System:	Promote the Gift
Department/Group:	Senior Leaders	Reports To:	Chief Development Officer
Location:	Altoona or North Liberty/Hybrid	Position Type:	Full Time
Exemption Status:	Exempt	OSHA Category:	III

IDN Culture Statement:

Our organization is dedicated to transforming lives and inspiring all to donate life. We are a family of professionals working together to increase awareness around the need for organ and tissue donors alongside nurturing and guiding our families throughout the gift of life. We facilitate the recovery of organs, tissues, and corneas in Iowa. We honor donors and support donor families at the time of donation and on a continuing basis.

Position Summary:

The Director of Advancement is a strategic partner whose passion is to motivate and inspire others to connect with IDN's life transforming mission of organ and tissue donation. The incumbent is responsible for creating a comprehensive, integrated communications and advancement strategy. Primary focus will be on supporting team members for creation and delivery of IDN brand strategy, communication, marketing, and outreach plans, and cultivating relationships to foster partnerships and drive fundraising initiatives. This position seeks to advance IDN as a known and valued brand and conscientious steward that is committed to serving donors and donor families.

Essential Functions and Performance Responsibilities:

- Lead the development and execution of strategic communications plans to enhance organizational visibility, reputation, and impact including oversight and strengthening of brand identity, ensuring consistent messaging across all platforms, materials, and stakeholder communications.
- Drive comprehensive fundraising strategies to identify new funding opportunities to expand and diversify revenue streams, pursue and secure financial support from individuals, corporations, foundations, and other funding partners, and cultivate and steward relationships with major donors, sponsors, and key stakeholders.
- Oversee grant efforts to develop compelling narratives and project budgets ensuring alignment with funding opportunities.
- Partner with cross-functional teams to align communications and advancement strategies with programmatic initiatives and outcomes and to ensure consistent integration of messaging and fundraising priorities across all departments and activities.
- Serve as a member of the Senior Leadership Team, contributing to organizational strategy, planning, and performance outcomes. Collaborate with senior leaders to ensure communication and fundraising efforts are embedded across organizational initiatives and priorities.
- Provide visionary leadership, mentorship, and professional development to communications and advancement staff. Oversee recruitment, training, performance management, and retention to build a high-performing, mission-driven team. Establish and communicate job responsibilities, manage performance expectations and outcomes to maintain optimal operational performance utilizing established leadership principles.

- Manage the overall operational, budgetary, and financial responsibilities and activities of communications and advancement
- Monitor and analyze key performance metrics related to communications, fundraising, and related operational processes to drive continuous improvement.

Position Qualifications and Education Requirements:

Bachelor's degree in nonprofit management, business administration, communications and/or public relations or equivalent combination of education and experience required. Minimum of 3-5 years of experience in fundraising and public relations/communication required. Experience leading a team required. CFRE or equivalent preferred.

Skills and Abilities:

Exceptional leadership, communication, interpersonal skills and developmental skills. Ability to identify, influence, and collaborate with key stakeholders to achieve desired organizational outcomes. Ability to thrive in a fast-paced work environment. Ability to manage an organizational budget. Demonstrated ability to lead, organize, and delegate responsibilities to team members. Excellent time management and creative problem-solving skills with a proven ability to meet deadlines. Must maintain confidentiality and demonstrate outstanding judgement, sensitivity and high discretion. Effectively use computers and computer software including word processing databases (RE) spreadsheets, internet tools and electronic mail. Knowledge of MS Word and Excel required. Maintain a current valid driver's license and personal auto insurance.

Physical Requirements:

- Must receive required vaccines based on outlined schedules to protect our employees, healthcare personnel, donors, recipients, and families we may come into contact. (e.g., Influenza obtained annually by December 1st.)
- Requires flexibility to respond to critical business needs outside of regular business hours.
- Lift equipment and supplies weighing up to 20 lbs.
- Express ideas verbally and convey detailed or important spoken information.
- Receive detailed information through oral and auditory communication.
- Mental and visual fatigue associated with detailed work.

Organizational Responsibilities:

- It is required that IDN employees demonstrate commitment to the mission and vision, maintain effective communication, exhibit teamwork, respect diversity, follow policies and procedures, maintain confidentiality of all donor, recipient and organizational information, demonstrate accuracy and thoroughness while meeting productivity standards, observe safety and security procedures, be consistently punctual and dependable, actively participate in performance improvement activities and continually demonstrate behavioral expectations and core values.
- Employee's obligation to maintain confidentiality of information shall survive the termination of employee's employment with IDN.
- All requirements are subject to modifications to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed in this position. I will be required to follow any other job-related instructions and to perform any other job-related duties requested by my supervisor. Requirements are



DONOR NETWORK

representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, I know that I must possess the abilities or aptitudes to perform each duty proficiently. I realize neither the job description nor this document creates an employment contract, implied or otherwise, other than an "at will" employment relationship.