

**LOGOS ACADEMY JOB DESCRIPTION**  
**ADVANCEMENT**

Created Date: 2/1/2019 (ODM)      Revised Date:

**Title:** Individual Giving Officer (Exempt, 12-month, Full-Time, Regular, No Stipend)

**Reports To:** VP of Advancement

**Minimum Requirements**

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded, and classically educated
- Commitment to advancing the mission of Logos Academy through hard work, innovation, partnership with the Advancement Department, and in good stewardship of resources
- Commitment to helping Logos in advancing the technology plan through personal growth and initiative
- Bachelor's degree in related field or commensurate years of experience
- 5 years experience in nonprofit fundraising, business development, sales or comparable role.
- Proven access to local networks and ability to build relationships through networking. Knowledge or experience in church networks a plus.
- Excellent relational/communication soft-skills, emotional intelligence, and personnel management strength.
- Ability to work independently, self-start, be flexible, be a collaborative team member, and manage and develop numerous relationships inside and outside the organization.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Proficient typing, writing and editing skills as well as the ability to extensively use a donor database, navigate spreadsheets, research online, and use google drive and google applications (sheets, docs, and calendars).
- Ability to carry and manage multiple projects simultaneously coordinating team members, volunteers, and vendors.
- Professionalism in appearance, handling confidential information, and meeting deadlines.
- Must have valid driver's license and means of personal transportation.

**Major Responsibilities**

**Develop and manage a portfolio of scholarship level donors.**

- Strategically manage and grow a portfolio of donor relationships with individuals having the potential to give \$1k-16k annually called Community Partners. This would include a mix of existing, new, and lapsed donors through one to one visits, phone conversations, events, tours, and in through electronic and written communication.
- Work collaboratively with Advancement staff to develop all communication tools and events for the Community Partner program.
- Maintain a community presence as needed for networking and representing Logos Academy to the community.
- Meet goals within the portfolio pertaining to engagements, proposals, renewal rates, and income.
- Be familiar with planned giving and endowment tools that donors may consider and actively incorporate these in donor conversations.
- Collaborate with the advancement team to support projects and events shared by the team or led by other members of the team. (Student Ambassador program, Tour de Logos, special campaigns, etc).

**General administrative/miscellaneous functions**

- Generate donor database reports on an as requested basis.
- Stay connected and engaged to activity at Logos Academy via classroom visits, interaction with students and administrative staff/faculty.
- Expand knowledge of Logos Academy program, educational practices, mission, philosophy, and classical curriculum.