



Job title	<i>Chief Advancement Officer</i>
Reports to	<i>CEO</i>

Job purpose

The Chief Advancement Officer is a key member of the Axis leadership team. This position serves as a head fundraiser for the company, managing all donors and their donations, as well as, keeping a portfolio of key high capacity relationships and partnerships. They are also responsible for leading the entire Donor Advancement Team, as well as creating and executing the Donor Advancement Annual Plan.

Duties and responsibilities

- Maintains a personal relationship with Jesus Christ and is a consistent witness, maintaining a courteous, Christ-like attitude in dealing with people within and outside of Axis
- Manages the entire Donor Advancement Team at Axis
- Influences all Axis staff as a member of the Senior leadership team
- Fundraises and manages all Axis donors and their donations
- Forecasts and engages in future fundraising planning
- Responsible for managing advancement income and expense budget

Qualifications

Qualifications include:

- Master's Degree preferred
- Excellent communication skills
- Effective CRM skills
- Ability to communicate effectively and manage and delegate efficiently
- Excellent project management skills
- Proven record of successful fundraising campaigns

Working conditions

This position is salaried, while hours are typically 830am-5pm Monday-Friday when in office, hours will vary in relation to customer meetings.