

JOB DESCRIPTION

CLASSIFICATION:	Exempt/Salary
POSITION:	Senior Director of Strategic Advancement
EMPLOYMENT STATUS:	Full Time
SUPERVISOR:	President
ALIGNS CLOSELY WITH:	Director of Communications & Marketing Director of Growth Strategies

FUNCTION:

The Senior Director of Strategic Initiatives will lead the development and implementation of an integrated strategy to consistently advance Shared Hope International's mission and development/fundraising strategies. Shared Hope International is a dynamic workplace requiring a passionate, dedicated team member with a great sense of humor and ability to manage changing priorities, prioritize demanding, multiple responsibilities and meet deadlines with minimal supervision. The successful applicant will come in with creative and innovative ideas, ready to absorb the history and future strategy of the organization, brainstorm with the team, assess and leverage existing resources and momentum, and be results-oriented.

ESSENTIAL DUTIES:

- Cultivate existing and initiate new sources of financial support in coordination with President and Director of Growth Strategies.
- Develop, execute, and evaluate a strategic plan for the organization resulting in growth and strengthening of message and coordination of activities.
- Lead project teams in development of strategy and message.
- Supervise and strengthen the Communications and Growth Strategies departments.

QUALIFICATIONS:

- Master's Degree and/or equivalent experience.
- 10+ years of experience in business management, communications and fundraising, preferably for a non-profit organization or cause-related agency.
- Experience and success working with a team, both as leader and supporter.
- Strong verbal & written communicator and effective presenter for internal and external audiences.
- Knowledge of the faith-based community and ability to communicate a Christian message in written and verbal presentations.
- Proven problem-solving skills and capacity to adapt quickly to changing and often challenging environments.
- Working knowledge of Salesforce.
- Graphic design, Meltwater, Pardot, and Phone2Action experience is a plus.
- Flexibility for extensive domestic travel.

ABILITIES:

1. Ability to stand or sit for prolonged duration

2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone,
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, telephone, etc.
7. Ability to think critically and provide appropriate solution

Work location: SHI office in Washington, DC.

Disclaimers:

1. SHI is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

Salary Scale: \$75,000 – 85,000 DOE, consistent with nonprofit market in the Washington, DC area. 401K employee match available, health insurance benefit with \$100 employee contribution, and performance-based salary increases.

Qualified candidates should email to jobs@sharedhope.org:

- 1) **Cover letter, indicating two (2) professional references with contact information and salary requirements**
- 2) **Resume**

Interviews of all qualified applicants will be in person at the Washington, DC Shared Hope office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.