



JOB DESCRIPTION – CONSULTANT

Mission Advancement is seeking experienced development professionals to join our dynamic consulting team in the Dallas/Fort Worth and Houston metro areas. Consultants at MAP work with a variety of clients and must be able to navigate a wide range of organizational cultures. This position will focus on client service activities. Successful nonprofit experience in relational, major gift fundraising is key. Some travel may be required.

ESSENTIAL RESPONSIBILITIES

Strategize, Lead and Manage

- Impart a sustainable major gifts program, successful campaign, and/or other engagement services provided by MAP.
- Evaluate organization health through diagnostic activities relative to best practices.
- Using MAP methodology, personal knowledge and experience, develop specific strategies to solve problems, and bring appropriate solutions to each client engagement.
- Work with organization and volunteer leadership to implement the proposed plan of action.
- Organize, support and be a resource to all members of an organization's advancement team, and/or others involved in the engagement.
- Provide orientation and training through formal and informal methods to develop the skills of the organization's leadership, advancement staff and volunteers.
- Coordinate communications efforts, including print and visual collateral materials.
- Facilitate resource mapping process--prospect identification, research, interviews and evaluation.
- Develop cultivation and solicitation strategies for key donor prospects; brief and prepare the solicitation team about their roles.
- Maintain communication through post-visit follow-up memos, telephone and email communications with client and key volunteer leaders when off-site. Be accessible and responsive to the client.
- Introduce a level of professionalism to the client that will bring an impactful success to the initiative as well as the mission of the organization.

QUALIFICATION AND SKILL REQUIREMENTS:

- Positive attitude, personal humility, professional tenacity, and passion for the work
- Bachelor's degree and 5+ years of related experience; or equivalent combination of applicable advanced degree and experience.
- Experience working with nonprofit organizations is required
- Exceptional oral, written, interpersonal communication, and presentation skills



- Willingness to work with faith-based organizations and ability to understand their specific organizational cultures
- Proactive & independent approach to all duties and responsibilities internally and with clients
- Ability to work with organizational and volunteer leadership while exhibiting a professional management style
- Ability to demonstrate a mature understanding of the particular needs of nonprofits & fundraising best practices
- Ability to build relationships, lead people, and get results through others
- Ability to collaborate with others, take direction, and be a team player, regardless of position, title, or other formal distinction
- Strong critical thinking and problem-solving skills with an acute attention to detail
- Ability to demonstrate efficient time management and prioritization of workload
- Ability to travel for client engagements that require multiple days on-site, overnight stay at hotels, etc.
- Computer literate with ability to understand new applications

Interested candidates should email resumes to Latoyia Williams at Info@missionadvancement.com.

ABOUT MISSION ADVANCEMENT

Since 2007, Mission Advancement Professionals (MAP) has focused on bringing our distinctive, relationship-based fundraising philosophy to human service nonprofits and independent schools. As principal and major gifts specialists, MAP counsels organizations through developing and increasing capacity for capital campaigns, growing annual operational funding, and creating long-term development strategies. We hold webinars and interactive workshops throughout the year to educate nonprofits on strategies to grow their mission. For more information, visit MissionAdvancement.com.

