

Position—Advancement Director

Mission: Preston Taylor Ministries (PTM) empowers Preston Taylor children and youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.

Reporting to the Executive Director, the Advancement Director will be responsible for leading in developing and sustaining an advancement plan that ensures Preston Taylor Ministries has a growing, trained volunteer staff and adequate funds to fulfill its vision that “through joy-filled friendships, Preston Taylor children will pursue their God-inspired dreams”. Embracing PTM’s Christ-centered mission, the Advancement Director will lead in growing an advancement team of volunteers and staff to continue growing PTM’s capacity to serve more youth in a deeper way.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.
- Cultivate relationships with PTM board of directors, volunteers, donors, staff, and students.

Volunteer Development:

- Work with Executive Director, Director of Relationships, Board of Directors, and Volunteer Development Committee to build and sustain strong relationships with a growing base of volunteers.
- Provide excellent PTM presence at volunteer and internship fairs.
- Speak in churches, schools, and organizations to enhance PTM’s outreach.
- Develop and lead a Volunteer Development Committee in order to broaden the reach of volunteer recruitment.

Fundraising:

- Work with PTM’s Board of Directors, Development Committee, and Executive Leadership in continual refinement of PTM’s strategic plan for growth.
- Lead PTM to reach strategic fundraising goals.
- Create and lead in implementation of fundraising plan.
- Grow the number of donors investing in PTM.

Leadership:

- Lead advancement staff in fulfillment of team and individual goals.

Work Schedule

This is a full-time, exempt position, requiring an average of 40 hours/week, Monday through Friday, with some evenings and weekends required. The Advancement Director will have flexibility to create a personally workable schedule to satisfy the requirements of the position.

Benefits

- Salary: \$40,000 per year.
- Benefits: \$2,500 per year towards health care expenses (optional enrollment in PTM plan).
- 15 days of paid vacation and 2 sick days. Compensatory days to be worked out with supervisor.