



## MINISTRY DESCRIPTION

**Title:** Convoy of Hope Foundation Director

**Schedule:** Regular, Full-time

**Department:** Executive

**FLSA:** Exempt

**Reports to:** Senior Vice President-Chief Operations Officer (SVP-COO)

### Ministry Function:

The Convoy of Hope Foundation (COHF) is a not for profit, tax-exempt, 501(c)(3) organization that houses Convoy of Hope's Endowment, all Donor Advised Funds, real estate gifts, and other complex asset gifts. It exists to help provide additional ways for Convoy of Hope (COH) donors to make asset-based gifts that will positively impact the present and long-term efforts of Convoy of Hope.

The Director is the key management leader of the Convoy of Hope Foundation. This person is responsible for overseeing the administration, planned giving programs, and strategic plan of the Convoy of Hope Foundation. Other key duties include individual fundraising efforts to Convoy of Hope donors, representing the Convoy of Hope Foundation locally and nationally, and interacting with key third party advisors who work with current and future donors. The position reports directly to the Office of the President at Convoy of Hope.

### GENERAL RESPONSIBILITIES:

1) Executive Leadership: Responsible to the COH President's Office, in collaboration with the COHF Board of Directors, to fulfill the COHF mission.

- Guide the COHF to help Convoy of Hope achieve its mission, as defined by the Office of the President at Convoy of Hope, in collaboration with the COHF Board of Directors.
- Lead and implement the estate planning offerings and overall financial growth of the Convoy of Hope Foundation (COHF) in a manner that sustains the COHF operations.
- Effectively communicate with the COHF Board, providing timely and accurate information that is necessary for the COH Office of the President and the COHF Board to function properly and make informed decisions.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal viability and integrity of the COHF, including submission to the Convoy of Hope President's Office a proposed annual budget.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the COHF in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support both the mission and the operation of the COHF in order to accomplish its mission.

3) Organization Mission and Strategy: Works with the President's Office, the COHF Board, and both the COHF and COH staff to ensure that the mission is fulfilled.

- Implement COHF fundraising efforts that facilitate out the Convoy of Hope mission.
- Develop a strategic planning process that will ensure the CPHF can successfully fulfill its mission into the future.
- Enhance and expand the COHF image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the COHF are appropriate.

- Responsible for effective administration of COHF operations.
- Lead efforts to raise funds for COHF through efforts such as:
  - Planned giving to COH donors
  - Development of an Advisor Network to assist in charitable planned giving opportunities with high-capacity, high net-worth donors
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the COHF.

**Specific Job Responsibilities:**

1. Grow the planned giving base of the COHF through specific efforts to current and potential COH donors
2. Develop an effective Advisor Network to assist in charitable planned giving opportunities with high-capacity, high net-worth donors
3. Planning and operation of the annual COHF budget.
4. Serving as the COHF primary spokesperson to appropriate stakeholders, constituents, the media and the general public.
5. Establish and maintain relationships with various organizations throughout the Springfield community, Missouri, and the United States so that those relationships will help to strategically enhance the mission of both the Convoy of Hope Foundation and Convoy of Hope.
6. Report to and work closely with the Office of the President at Convoy of Hope and the COHF Board of Directors in policy decisions, fundraising, and efforts to increase the overall visibility of the COHF.
7. Supervise the COHF staff and collaborate with COH staff.
8. Strategic planning and implementation to ensure growth and success of the COHF.
9. Oversee COHF Board and committee meetings.
10. Work with the Communications Department at COH in marketing and other communications efforts.
11. Coordinate appropriate staff and expense allocations to allow for maximum utilization of COH staff and resources.
12. Review and approve contracts for external services, as well as requests for the use of COH services.
13. Other duties as assigned by the COH Office of the President and/or the COHF Board of Directors.

**Required Knowledge, Skills and Abilities:**

- Bachelor's degree required
- 5+ years senior nonprofit management experience required
- Extensive knowledge of and established expertise in fundraising strategies and donor relations unique to nonprofit sector
- Proven capability to oversee complex estate planning opportunities
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation

- Ability to convey a vision of Convoy of Hope's strategic future to staff, board, volunteers and donors
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse donor groups
- Demonstrated ability to oversee and collaborate with COH and COHF staff
- Strong public speaking ability
- Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
- Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
- As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

Commensurate with experience and other qualifications. Quality benefits package includes health and PTO

**Supervisory Responsibilities:** None at this time.

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