



INTERNATIONAL Lutheran Council

POSITION DESCRIPTION

POSITION TITLE:	ILC Mission Advocate
LCMS ROSTER STATUS:	Eligible, not required
CLASSIFICATION:	Full-time, exempt
LOCATION:	Fort Wayne, Indiana or REMOTE
REPORTS TO:	ILC General Secretary
DATE:	June 1, 2024

This position offers a salary based on the candidates experience and includes a full benefits package including health care, retirement and paid time off (PTO).

ORGANIZATIONAL PROFILE

The International Lutheran Council is a growing worldwide association of established confessional Lutheran church bodies which proclaim the Gospel of Jesus Christ on the basis of an unconditional commitment to the Holy Scriptures as the inspired and infallible Word of God and to the Lutheran Confessions contained in the Book of Concord as the true and faithful exposition of the Word of God. The ILC exists to encourage, strengthen, and promote confessional Lutheran theology and practice centering in Jesus Christ, both among member churches and throughout the world.

The ILC Board of Directors is committed to supporting a fund development plan led by a full-time, experience fund development professional in order to grow and sustain ILC infrastructure, starting with an endowment that will support a full-time general secretary.

ESSENTIAL JOB FUNCTIONS

The ILC Mission Advocate:

- Plans and carries out an intentional strategy of contributor engagement and solicitation for the purpose of establishing and managing mutually beneficial relationships that lead to joyful major and principal gifts.
- Visits contributors and prospects to discover, cultivate, solicit and steward mutually beneficial major gifts using approved ILC case resources and to capture and record partner views and opinions of the ILC's efforts which impact giving decisions.
- Accurately records all plans, interactions, actions and the results of gift activities in the database system for future analysis, forecasting and planning.

- Conducts prospect research to capture, validate and integrate accurate information on prospects and contributor portfolio management.
- Works with ILC Board of Directors and Officers to help contributors and prospects gain clarity about ILC's prioritized and budgeted strategic and fundraising goals.
- Makes presentations in response to inquiries from groups or organizations.
- Participates in the creation, evaluation, and necessary revisions of case statements and major gift proposal formats based on contributor feedback and performance data.
- Mentors, coaches and models best-practice approaches for ILC Board of Directors and Officers who are assisting with fund development.
- Models adherence to ILC policies and procedures for the performance of these duties and the expenditure of budgeted resources in carrying out these duties. Promptly submits accurate expense reports and documentation for charges incurred in the performance of these duties.
- Other duties and responsibilities as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree required; Master's degree preferred.
- 5 or more years' experience in successful major gifts fund-raising for non-capital projects.
- Current (or evidence of prior) professional fund-raising certification is required (CFRE, CDE or equivalent) preferred.
- Continuing professional education and formation in the profession of donor relations.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to set and achieve goals.
- Demonstrated ability to develop relationships resulting in six-figure and higher direct gifts.
- Excellent interpersonal and relationship management skills.
- Committed to the highest level of professional ethics, accountability and transparency.
- Extensive knowledge and understanding of the confessional Lutheranism and its various stakeholder groups.
- Proficient using Microsoft Office suite products.
- Comfortable using CRM/donor relations software to track work effort.
- Pleasant and confident phone skills, excellent computer, written and verbal skills and detail oriented.
- Able to carry on simultaneous, sustained work in a situation defined by deadlines and multiple assignments.
- Ability to work independently with minimal immediate supervision, make business-critical decisions and protect confidential information.
- Experience/ability to work with a contributor's legal and financial advisors.
- Ability and willingness to travel extensively, 50% of the time (primarily domestic).

Please send resume to admin@ilcouncil.org