



# INTERNATIONAL Lutheran Council

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Mission Advocate
<b>LCMS ROSTER STATUS:</b>	Eligible, not required
<b>CLASSIFICATION:</b>	Full-time, exempt
<b>LOCATION:</b>	Fort Wayne, Indiana or REMOTE
<b>REPORTS TO:</b>	General Secretary
<b>DATE:</b>	March 24, 2025

This position offers a salary based on the candidate's experience and includes a full benefits package including paid time off (PTO) and healthcare and retirement through Concordia Plans.

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## ORGANIZATIONAL PROFILE

The **International Lutheran Council (ILC)** 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.

As a tax-exempt organization under Section 501(c)3 of the US Internal Revenue Code, gifts and donations made to the ILC are tax deductible to the extent allowed by law.

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.

## KEY RESPONSIBILITIES

### 1. Fundraising Strategy Development and Implementation

- Plan and execute 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.
- Monitor and assess fundraising performance regularly to identify areas of improvement and growth.
- Participate in the creation, evaluation, and necessary revisions of case statements and major gift proposal formats based on contributor feedback and performance data.

### 2. Contributor Cultivation and Stewardship

- Visit 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.
- Conduct prospect research to capture, validate and integrate accurate information on prospects and contributor portfolio management.

### **3. Financial Management and Reporting**

- a. Accurately record all plans, interactions, actions and the results of gift activities in the database system for future analysis, forecasting and planning.
- b. Work closely with the finance team to ensure accurate tracking of donations, pledges and expenses related to fundraising activities.
- c. Prepare regular reports for leadership regarding fundraising progress, donor activity, and overall financial health of fundraising initiatives.

### **4. Team Collaboration and Coaching**

- a. Work with ILC Board of Directors and Officers to help contributors and prospects gain clarity about ILC's prioritized and budgeted strategic and fundraising goals.
- b. Coach and model best-practice approaches for ILC Board of Directors and Officers.

### **5. Engagement and Social Media**

- a. Represent the ILC at strategic conferences, meetings and events, ensuring a positive image and expanding the ILC's presence.
- b. Develop and maintain relationships with LCMS churches and related associations to promote the mission of the ILC within Confessional Lutheran networks.
- c. Work with the ILC Communications Manager to articulate the ILC's mission and impact through social media and digital newsletters.
- d. Use storytelling to highlight the impact of donations on the work of the ILC, helping to connect contributors and prospects to the ILC mission.

## **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.
- Member in good-standing of an ILC Member Church (i.e. LCMS, AALC).

## **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 confessional Lutheranism and its 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](mailto:admin@ilcouncil.org)