

Director of Institutional Advancement

Reports To: Executive Director of Public Engagement & Advancement

Direct Reports: Development and Events Specialist Volunteers

Commitment: Up to 40 hours per week

Location: Remote

FLSA Status: Non-Exempt (hourly)

Mission & Role Summary

The Director of Institutional Advancement (DIA) is responsible for the tactical implementation of Compass IGG & Advocacy's fundraising strategy. Reporting to the Executive Director of Public Engagement & Advancement (EDPEA), the DIA drives the cultivation, solicitation, and stewardship of grants, major gifts, corporate partnerships, and online fundraising campaigns necessary to fund the organization's mission to resolve cases of unidentified missing persons and provide advocacy services to families of the long-term missing. This position is a hands-on role, managing the day-to-day operations of the development pipeline and coordinating with staff and volunteers to execute fundraising campaigns.

Key Areas of Responsibility

Major Donor & Individual Giving Management

- Identify, research, and qualify prospective major donors (individuals capable of making gifts in excess of \$10,000).
- Manage the full donor cycle for individual giving: cultivation, solicitation, gift processing, and personalized stewardship and recognition.
- Coordinate all development team volunteers, delegating tasks for research, event support, and campaign execution.
- Develop and execute annual giving campaigns and digital fundraising efforts.

Grants Management & Institutional Funding

- Actively research, identify, and track foundation, corporate, and governmental grant opportunities aligned with the organization's mission.
 - Write, prepare, and submit compelling grant proposals and letters of inquiry.
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- Ensure timely and accurate reporting for all awarded grants, maintaining strict compliance with funder requirements.

Fundraising Operations & Administration

- Collaborate with the EDPEA to establish clear, measurable annual and multi-year revenue goals.
- Manage and maintain the donor database (CRM) to track all constituent interactions, gift history, and pipeline activity.
- Ensure accurate and timely processing of all donations, generating acknowledgement letters and tax receipts in compliance with IRS guidelines.
- Regularly report on development progress, pipeline status, and campaign performance to the EDPEA.
- Oversee fundraising registration of Compass IGG & Advocacy in all states when applicable, and maintaining the registrations as appropriate.
- The majority of donor cultivation, solicitation, and event coordination is performed remotely using digital communication tools.

Communication & Collaboration

- Partner with the EDPEA and the Volunteer Content Creators to ensure all fundraising appeals and collateral effectively communicate the organization's mission and impact.
- Assist the EDPEA in cultivating high-level institutional relationships and preparing for significant donor meetings.

Qualifications & Experience

- Minimum of 3 years of direct, progressive experience in nonprofit fundraising, specifically focused on major gifts, grant writing, and/or institutional giving.
- Demonstrated success in personally soliciting gifts or writing successful grant proposals resulting in five-figure contributions or higher.
- Proven hands-on experience using and managing a donor database/CRM system to track and manage prospect pipelines.
- Exceptional writing, editing, and verbal communication skills, with a proven ability to craft persuasive cases for support.
- Experience in recruiting, training, or supervising volunteers in a development capacity is a plus.
- Strong organizational skills and meticulous attention to detail required for compliance and reporting.
- Commitment to the mission of Compass IGG & Advocacy and ethical fundraising practices.
- Security Mandate: Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.

- Must be eligible to work in the US.
- Vetting & Final Offer: All offers of employment with Compass IGG & Advocacy are strictly contingent upon the successful completion of a comprehensive background check.

Compensation and Benefits

- Compensation: \$40.00 - \$45.00 per hour (based on experience), for a commitment of up to 40 hours per week
- Employee Assistance Program
- Paid federal holidays
- Paid sick leave