



## **Gail Davenport Community Advocacy Group (GDCAG)**

### **JOB DESCRIPTION**

#### **VOLUNTEER DIRECTOR OF FUNDRAISING**

The **Gail Davenport Community Advocacy Group (GDCAG)** plans, develops, evaluates and analyzes strategies that pursues charitable purposes only to deliver public benefit and advance social justice through the provision of advocacy and support services for those whose human rights have been threatened, compromised or abused; irrespective of their abilities, age, gender, sexual identity, race, religion, economic or social status.

#### **OUR MISSION**

Our Mission is to deliver public benefit by advancing equity and social justice through the promotion and protection of human rights and advocacy for individuals, children and families of all abilities irrespective of age, gender, sexual identity, race, religion, economic or social status in accordance with the U.S. Constitution and Bill of Rights.

Our Vision is to promote and protect human rights by advancing community awareness of individual human rights issues to ensure government accountability for issues that impact our society in the areas of health, social justice, public welfare and rights.

#### **Responsibilities:**

- Provide analysis and strategy to determine which perspective donors are best aligned with supporting GDCAG; develop and execute plans to engage and monitor them through face-to-face visits, special appeals and campaigns, events, and planned fundraising;
- Manage a portfolio of individual and corporate donors and lead all stages of engagement including: identification, qualification, cultivations, solicitation and stewardship of individual and corporate donors that will support GDCAG.
- Collaborate with other staff on rating, solicitation and stewardship strategies;
- Communicate persuasively through personal visits, written proposals, appeal letters, and report the important case for giving to GDCAG;
- Responsible for a continuing program of donor acknowledgement process including appreciation, and recognition to ensure a high quality donor experience;
- Oversee planned giving including bequests and gift annuities;
- Participate in planning special cultivation and fundraising events;

- Provide regular reports to management, staff and solicitors on the success of fundraising from individual and corporate donors using software designed to track fundraising performance.
- Work with, train, and coach GDCAG Fundraising Staff to effectively track prospects and solicitors;
- Work effectively with diverse constituencies within the organization and externally including board members, staff and volunteers;
- Represent GDCAG at workplace events and other speaking engagements;
- Prepare financial progress reports and budgets for the Executive Chairman.
- Perform other duties as assigned;

### **Qualifications:**

The ideal candidate will possess the following:

- Bachelor's degree;
- Knowledge and understanding of the funding community;
- A willingness and excitement to work with the Executive Committee;
- Strong sales orientation, proven ability to prospect as well as close funding opportunities;
- Strong strategic thinking skills with an ability to use data to make decisions and to translate strategy to action;
- Four+ years of successful fundraising experience in major and individual gifts;
- Excellent communications skills, both oral and written, supported by ability to use technological tools;
- Must be able to represent GDCAG independently to potential donors and make compelling asks;
- Strong facility with fundraising software – and Microsoft Office;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Have a commitment to advancing awareness of individual human rights issues to ensure government accountability for issues that impact our society in the areas of health, social justice, public welfare and rights;
- Access to transportation to visit with donors and prospects. Available for occasional work events on weekends and evenings.

Gail P. Davenport  
Executive Chairman

Gail Davenport Community Advocacy Group  
P.O. Box 1074  
Jonesboro, GA 30237  
678-215-9971  
[gdavenport@gaildavenport.com](mailto:gdavenport@gaildavenport.com)