



Non-Profit Management and Development Consultant

Job Description

Advocacé is a leader in Christian non-profit income and management consulting. We specialize in the design and execution of programs that grow a community of support around our client's vision—with donors, with team members and with other ministry participants. Since 2003, we have been helping ministries across the United States and across ministry sectors transform performance in income, ministry effectiveness and leader growth.

As a full-time Advocacé Management Consultant, you will help our client's Executive Management team and their people take their ministries to new levels of performance and deliver results on a scale and at a speed the organization would not be able to achieve on its own.

Our consultants assist with the thorough review and re-design of existing ministry practices and processes for all facets of a client's work from income to communications, donor relations, team member focus and more. Using our team-based approach, the consultant is involved in working side-by-side with the client to enhance their skills and remove any barriers to change so as to create employee ownership of the organization's vision.

Day-to-day assignments

- Gathering research and data to clearly understand client organization with an affable manner
- Accurately analyzing client culture, client relationships, work processes, systems, organizational function and structures using interviews, observation, data and statistical analysis techniques to determine where and how to generate measurable client benefits
- Training client individuals in the effective use of management and donor development systems, tools, techniques, group problem solving and team building and consensus development skills
- Preparing and conducting meetings and one-on-one interfaces with clients and colleagues
- Preparing and presenting written and oral feedback, presentation materials, critiques, systems documentation, process descriptions, evaluations, data summaries and reports for clients
- Managing projects and programs, in addition to leading the Advocacé team for the client's benefit
- Engaging and introducing potential clients to Advocacé, as well as proposing and gaining agreement

In this position, you are afforded the opportunity to experience various types of organizations within a wide range of ministry sectors. You work with people at all levels within an organization. We believe in developing our people and helping them grow to become our future managers and leaders.

In exchange for your talent, Advocacé offers a competitive compensation plan which includes:

- Medical, Dental, Life Insurance, Accidental Death and Dismemberment
- 401(k)
- Vacation & Sick time
- Company Paid Holidays

Requirements

- Bachelor's degree
- 3 to 5 years general business experience, with 2 years in a supervisory or management role
- Ability to travel 8+ nights per month
- Strong business acumen
- Strong facilitation and persuasive skills
- Excellent communication skills, both oral and written
- Capability to communicate effectively across multiple levels of an organization
- Ability to present thoughts clearly and with conviction
- Comfort and desire to work side-by-side with clients
- The ability to negotiate, build /maintain relationships and inspire others
- Thorough understanding of the biblical principles for stewardship
- Hands-on experience of a variety of fundraising techniques including: data base management, direct marketing, annual fund development, major and corporate giving
- Successful track record with social media to meet marketing and development goals
- Exceptional problem-solving and decision making skills are imperative
- Must understand and be able to model and teach "servant leadership"
- Proficiency with MS Office applications (Word, Excel, PowerPoint, Visio and Outlook)

Preferred Qualifications

- Master's Degree
- Prior management consulting experience
- Prior experience in the following ministry sectors: foreign missions, academies, higher educations, mass media, Bible teaching ministries, churches, rescue missions and other Christian ministries
- Prior experience in the following disciplines: business-to-business sales, marketing and communications, mass media, digital media, major gift acquisition, donor communications, training and education, and organizational development

Target Start Date

August 1, 2013

Location of Work

Negotiable. Dallas-Ft. Worth, Texas area preferred.

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

If you are interested in exploring this exciting opportunity, please submit your resume to careers@advocace.com