

Arizona Lutheran Academy

Director of Mission Advancement

Last updated: 6/15/26

1.0 FTE

Position Title: Director of Mission Advancement

Reports To: President

Key Relationships:

President, the Leadership Team, Board of Directors, ALA Faculty & Staff, Federation Pastors & Leaders, ALA Donors, Alumni, Mission Advancement staff, and Auxiliary committees

Position Summary

The Director of Mission Advancement serves on the Leadership Team and plays a critical role in furthering Arizona Lutheran Academy's mission by building and maintaining strong relationships with donors, alumni, federation churches, and community partners. Working closely with the President, this position ensures clear messaging, communicates ministry needs, and creates meaningful opportunities for stakeholders to support ALA through their gifts, time, and advocacy. While the President maintains a small portfolio of key donor relationships, the Director of Mission Advancement is responsible for the broader development and stewardship of ALA's donor network.

Core Responsibilities

Donor & Stakeholder Engagement

- ★ Build and deepen relationships with ALA supporters through personal visits, phone calls, and written communication.
- ★ Oversee all donor communications, ensuring alignment with ALA's mission and ministry needs.
- ★ Plan and host key donor events such as the annual Gala, Golf Classic, and other engagement opportunities.
- ★ Communicate funding needs and celebrate impact through appeals, reports, and recognition efforts.
- ★ Promote and invite estate and legacy gifts, coordinating estate planning workshops and deferred giving opportunities.

Alumni & Federation Church Relations

- ★ Cultivate strong connections with ALA alumni through regular communication and alumni-centered events.
- ★ Provide consistent communication to federation pastors and congregations via updates, visits, and circuit meetings.
- ★ Serve as a liaison between ALA and Federation churches to share ministry progress and encourage ongoing support.

Fundraising Strategy & Campaign Management

- ★ Develop and execute comprehensive fundraising strategies, including:
 - Annual giving (ALA Fund, Tuition Assistance, Endowment, etc.)
 - Donor cultivation
 - Donor prospecting
 - Tuition assistance initiatives
 - Endowment growth
 - Capital campaigns
 - Special projects (Giving Tuesday, Guest Speakers, etc.)
 - Sponsorships
 - Grants
- ★ Collaborate with the President to identify funding priorities and donor opportunities.
- ★ Lead the planning and oversight of all fundraising campaigns, from design to implementation and follow-up.

Communication & Public Relations

- ★ Oversee the creation and distribution of mission-focused materials (Accent, e-newsletter, videos, promotional materials, email campaigns, etc.)
- ★ Ensure all external communications reflect ALA's vision, mission, and goals as listed on VTO.
- ★ Manage digital and print donor appeals aligned with key giving seasons and campaign initiatives.

Data Management & Operations

- ★ Maintain the integrity and accuracy of all donor records including donor contact, giving histories, and gift designations in the donor database.
- ★ Ensure timely and appropriate gift acknowledgement and stewardship processes.
- ★ Research and apply for funding from public and private grant sources.
- ★ Manage budget and resources for the Mission Advancement department.
- ★ Provide an annual review for each member of the Mission Advancement team.

Leadership & Team Development

- ★ Lead and supervise the Mission Advancement team, providing direction, feedback, and training.
- ★ Support and coordinate efforts of auxiliary groups, including the Alumni Committee and Capital Campaign Committee.
- ★ Serve faithfully and actively on:
 - Leadership Team
 - Board of Directors (ad hoc member)
 - Alumni Committee
 - Capital Campaign Committee

Professional Development

- ★ Continuously grow in the field of advancement through books, courses, webinars, and conferences.
- ★ Stay informed on current fundraising trends, donor stewardship best practices, tax laws, and estate planning strategies.
- ★ Seek appropriate training to enhance personal and departmental effectiveness.