

# LAKE LUNDGREN BIBLE CAMP JOB DESCRIPTION

POSITION: Advancement Director

RESPONSIBLE TO: Camp Director

## GENERAL QUALIFICATIONS:

1. Has expressed saving faith in Jesus Christ and desires to see campers come to know and grow in Him.
2. Agrees with Lake Lundgren's statement of faith, creed, mission, philosophy and policies.
3. Has a firm understanding of the gospel and a desire to point others to Christ.
4. Seeks to do nothing out of selfish ambition or vain conceit, but in humility considers others better than himself. (Phil.2:3)
5. Is flexible and able to work with other staff members and campers.

## JOB RELATED QUALIFICATIONS:

1. Bachelor's degree or equivalent work experience
2. Is a self-starter and able to work independently
3. Can meet time deadlines
4. Able to see fundraising as a ministry that brings glory to God
5. Able to contribute to good relationships with other staff members and the public
6. Has strong initiative and experience in bringing projects to completion
7. Is able to communicate truths of the Christian faith in multiple settings
8. Points others to Jesus with words and actions

## GENERAL RESPONSIBILITIES:

1. Directs and coordinates all capital fund-raising activities in consultation with camp leadership
2. Deepen relationships with current donor base to help strengthen their faith in God
3. Develop relationships with new and potential donors
4. Further camp's mission by effectively communicating the camp mission to potential supporters
5. Meet weekly with supervisor for accountability, to review tasks and performance, to seek input, and to pray
6. Attend morning staff prayer times and weekly staff meetings

## SPECIFIC RESPONSIBILITIES:

1. Oversee and implement the development of a capital campaign fundraising plan
2. Create a Development Team from volunteers and paid staff and provide leadership for the team
3. Provide support for staff as deputized fundraisers for LLBC
4. Evaluate operational systems and processes to ensure efficiency and effectiveness
5. Communicate camp's mission to current and potential donors
6. Direct and coordinate special fund-raising events
7. Creates and/or oversees creation of donor-related materials
8. Provide timely notice to financial team of impending gift requests to ensure a clear path of accounting
9. *Work with other fund raising entities as needed and with approval of the Director (or Board if funds need to be expended to do so)*
10. Any other reasonable duties and responsibilities as assigned by the Camp Director

Lake Lundgren Bible Camp \* N18250 Lake Ln. \* Pembine, WI 54156

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Application can be found at: <https://llbc.campbrainstaff.com/>