



Concordia Lutheran Schools of Omaha • 15656 Fort Street • Omaha, Nebraska 68116  
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## Vice President of Advancement

### **Overview**

Concordia Lutheran Schools of Omaha (CLSO), a 501c3 not-for-profit organization and member of the Lutheran Church-Missouri Synod, is seeking a full-time Vice President of Advancement. Sixteen congregations hold membership in the CLSO Association. The school serves a growing population approaching 600 students in grades K-12 across two campuses. The student body represents 75 Omaha congregations.

**Responsible to:** President of CLSO

**Purpose of Position:** This position will lead the advancement office at Concordia Lutheran Schools of Omaha. The primary responsibility will be to nurture and mature relationships with the objective of funding the mission of CLSO. The VP of Advancement Officer will direct a team providing administrative, marketing, communications and event planning, grant writing, admissions, and gift processing support.

### **Specific Duties**

- Provide oversight and accountability for Advancement team members
- Serve as Vice-President of CLSO and ex-officio member of the Wider Omaha Lutheran School Foundation
- Work closely with the President and School and Foundation Board members to expand the donor base and financial support for the school
- Meet and build relationships with current and potential donors
- Maintain the integrity of the donor data information system
- Implement vision, direction and oversight for annual and planned giving
- Write requests for donors to secure major gifts
- Build the CLSO Annual Development and Communication Plan
- Connect donors to their passions through identification, cultivation, solicitation and stewardship
- Present stewardship opportunities through education
- Generate a growth strategy for the advancement team
- Contribute as a member of the School and Foundation Leadership Team
- Develop and lead future capital campaign initiatives

### **Qualifications**

- Bachelor's degree required; Master's degree preferred
- Minimum five years experience in annual and planned giving or related field
- Strong connection to the Omaha philanthropic community
- Excellent verbal and written communication skills
- Ability to work independently and as part of a team
- A clear track record of meeting performance goals
- Professionalism, and confidentiality, in representation of Concordia Lutheran Schools of Omaha
- Experience with technologies in productivity, communication, and management

### **Key Indicators of Success**

- Knowledge and promotion of the organization
- Leadership and collaboration
- Internal and external engagement
- Donor cultivation, follow through and results
- Attention to quality
- Ensure the Advancement office has the necessary tools to be successful

*Concordia students are faith secure, world ready, kingdom leaders.*