

# Mission Advancement Manager

## Goodwill Virginia

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Posted **July 30, 2019**

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Employment Type **Full-time, Exempt**

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Compensation **\$48,275 - \$72,412 Annually**

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Company **Goodwill Virginia**

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Job Location **1911 Saville Row  
Hampton, VA 23666  
US**

Note: Another worksite is available at Princess Anne in Virginia Beach. Most work will need to be completed in Hampton.

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### COMPANY DESCRIPTION

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**Goodwill of Central and Coastal Virginia** is a non-profit organization that proudly serves people with obstacles to employment through education, training, and job placement services. We help people become independent members of their communities by giving them opportunities to work, earn an income, and enjoy a sense of pride and self-esteem. Our mission is focused on long-term employment solutions for individuals with disabilities or social and economic disadvantages. Funding for our social enterprise is fueled by donated goods, contracts with employers, and philanthropic gifts.

In addition, we provide business services to public, private, and government organizations. Our business units generate income and also serve as a front-line training ground for the development of job skills. We proudly channel over 84% of our revenues into programs to meet our local communities' needs. So if you would like to join our fine family of **Goodwill** associates and work in an environment that genuinely helps others, then we encourage you to continue with this online job application.

At this time, Goodwill of Central and Coastal Virginia will not sponsor a new applicant for employment authorization for this position.

If you have visited our website in search of information on employment opportunities or to apply for a position, and you require an accommodation, please contact the recruiting team at Goodwill of Central and Coastal Virginia at 804-745-6300 or via email at [RecruitingAccommodation@goodwillvirginia.org](mailto:RecruitingAccommodation@goodwillvirginia.org).

All information you provide will be kept confidential and will be used only to the extent required to provide needed reasonable accommodations.

By continuing with this job application, you will be asked to answer job-specific questions. Please note that the questions contained in this job posting are the sole intellectual property of Goodwill of Central and Coastal Virginia.

Upon receipt of your responses, the recruiting team will evaluate your submission. If selected for a personal interview, you will receive an email notification to review your application. If not selected, you will receive an email telling you such. Phone calls inquiring about the status of your application are discouraged.

Goodwill of Central and Coastal Virginia is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

Thank you,  
Goodwill Recruiting Team

SPECIAL NOTE: If you do not receive an e-mail confirmation e-mail within minutes of your job application submission, please check your e-mail bulk or spam folders.

## **JOB DESCRIPTION**

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<b>Company:</b>	Goodwill of Central and Coastal Virginia
<b>Job Title:</b>	Mission Advancement Manager
<b>Department:</b>	Development
<b>Reports To:</b>	Director, Resource Development

### ***Purpose***

***We believe that work is a foundation for empowering individuals, strengthening families, and building prosperous communities.***

### ***Mission***

***Our mission is changing lives...helping people help themselves through the power of work.***

### **Position Summary**

The Mission Advancement Manager builds relationships to increase mission awareness and philanthropic support for Goodwill's projects and programs that serve people who face challenges to work.

**Essential Duties include the following. Other duties within the scope of this position may be assigned.**

1. Identifies and manages strategic opportunities to increase mission awareness and funding.
2. Cultivates philanthropic support in Coastal Virginia from individuals, corporations and foundations to meet annual fundraising goals.
3. Stewards relationships with community partners and potential funders that enable expanded opportunities for engagement. Manages a Speaker's Bureau.
4. Serves as a media liaison, in coordination with VP Mission Advancement, for Goodwill in Coastal Virginia.

### **Supervisory Responsibilities**

The associate in this position does not have any supervisory responsibilities.

### **Education / Experience / Certificates / Security Clearance**

- High School Diploma or GED, required. Bachelor's Degree in Communications, Marketing, Human Services or a related field preferred.
- 3-5 Years' previous experience in a related field, required.
- No professional certifications are required for this position.
- Valid state driver's license, insurance and satisfactory driving record are required.
- The associate in this position will be required to successfully pass a criminal background check.

### **Competencies**

Lives the Values, Drives for Results, Customer Focus, Communication, Job Skills Knowledge

### **Safety Statement**

Associates are required to follow Goodwill's safety rules and regulations, as outlined in Goodwill's policy and procedure manual.

### **Information Privacy and Security**

This associate may have access to Confidential Information (CI) and is required to be familiar with the Goodwill Privacy policy 10.23 related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

### **Physical Demands / Work Environment / Work Conditions**

- General Office Position - The associate is required to lift up to 10 pounds maximum.
- The associate works in a general office environment and is infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)
- The associate is required to travel throughout the Goodwill service area.

## **QUALIFICATIONS**

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- Bachelor's degree from four-year college or university in Marketing, Business or a related field preferred
- High School Diploma or GED required
- 3-5 years of work experience in the field is required
- Ability to submit to federal background check and drug screen
- Ability and willingness to travel to all company locations in Central Virginia and Hampton Roads.
- Valid driver's license, current auto insurance, reliable personal vehicle and a satisfactory driving record per GCVA policy.

## **BENEFITS**

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- Health Insurance, Optional Life Insurance, Vision, 403(b) Retirement Plan, Holiday Pay, Sick Time, Vacation

### **To Apply:**

1. **Go to [GoodwillVirginia.org](http://GoodwillVirginia.org)**
2. **Click on the button that says, "Find a Job"**
3. **Then select the button that says Corporate and Administrative Jobs.**

**4. Find the Mission Advancement Manager job posting and apply on the website.**