



Adult & Teen Challenge Society of BC  
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**JOB DESCRIPTION:  
 DIRECTOR OF ADVANCEMENT**

**Purpose:** The Director of Advancement provides strategic leadership and oversight for fundraising, donor engagement, advancement communications, sponsorship development, and donor management systems for Adult & Teen Challenge BC. This role advances the mission of Adult & Teen Challenge BC (ATCBC) by cultivating strong donor relationships, expanding funding opportunities, strengthening ministry awareness, and supporting the long-term sustainability of the organization through innovative advancement strategies and collaborative leadership.

**RELATIONSHIPS**

**Supervisor:** Reports to the CEO | **Supervision Exercised:** Executive Leadership | **Employment Type:** Full-Time

**DNA ALIGNMENT**

Adult & Teen Challenge BC (ATCBC) is a Christ-centered, non-profit discipleship ministry focused on substance abuse treatment and recovery. Our vision is freeing all people from life-controlling issues through the power of Jesus Christ. This position requires someone who is a born-again, Spirit-led believer and agrees to the Christian doctrines of ATCBC, which are also found on its website.

**ATCBC CORE VALUES**

- FAITH – Always believing God for the impossible.
- SERVANT LEADERSHIP – Serving selflessly to help others thrive.
- COMMUNITY – Working together as we support one another.
- IMPACT – Transforming society in Jesus' name.

**CULTURAL FIT**

An energetic, positive thinker who is humble, hungry, and smart:

- Humble - serving others and making the engagement experience powerful, whether a customer, a donor, or a fellow team member.
- Hungry - perform with excellence while striving for continuous learning.
- Smart - socially and relationally smart in interacting and engaging with others on behalf of the ministry, understanding every team member represents ATCBC.

**RESPONSIBILITIES**

- Develop and implement advancement and fundraising strategies that support the mission and growth of Adult & Teen Challenge BC.
- Cultivate and maintain strong relationships with current and prospective donors, sponsors, churches, businesses, and community partners.
- Lead donor acquisition, stewardship, major gift development, sponsorship growth, and fundraising initiatives.
- Oversee and optimize donor management systems, including Virtuous CRM or similar donor software.
- Create strategic plans for electronic and digital donor communications, engagement, and reporting.

- Lead the marketing and fund development strategy for the Student Sponsorship Program.
- Prepare advancement materials including annual impact reports, case statements, donor communications, and campaign updates.
- Provide monthly progress reports to the CEO and participate in Executive Team meetings as required.
- Collaborate with Executive Leadership and Centre teams to support ministry needs and promote organizational unity.
- Represent ATCBC at fundraising events, churches, community events, and networking opportunities.
- Monitor fundraising performance, donor engagement metrics, and advancement outcomes.
- Support additional advancement and organizational initiatives as assigned by the CEO.

### **QUALIFICATIONS**

- 5 years minimum of proven experience in the field of Fund Development
- Post-secondary education in related Fund Development field of study.
- Strong interpersonal skills and the ability to work with a wide range of people, personalities, and group dynamics.
- Ability to model and inspire a culture of trust, respect and honor amongst students, staff, volunteers, donors, and community members.
- Willingness to learn for the purpose of professional and personal growth and be teachable.
- Strong organizational skills and highly effective communication
- Proficiency in donor management systems, including Virtuous CRM or similar donor software.
- Criminal Record Check, including Vulnerable Sector.
- Valid driver licence

### **THIS JOB MIGHT BE FOR YOU IF:**

- You have a deep compassion and call to action for the vulnerable population in substance abuse and want to see transformation take place, one life at a time, through the power of Jesus Christ.
- You dream of transforming growing organizations into wildly successful ones, good ones into great ones, and you know how to actualize your aspirations.
- You are an enthusiastic leader capable of matrix collaboration to reach a common goal. Initiating and completing projects is right up your alley. You know how to make timely, effective and ethical decisions. You embody the entrepreneurial spirit. You're a self-starter who crafts creative solutions and opens doors to new donor relationships.
- You actively and constantly listen to all constituents, focus especially on donor needs and know how to identify mutual benefits. You communicate with excellence and compel audiences through writing and speaking.

### **WORK ENVIRONMENT**

This position is primarily remote with travel as needed.

### **CONTACT**

Please send your resume and cover letter, including your salary expectations and a brief explanation of how your experience and personal values align with our DNA and Core Values, to Angie Appenheimer at [aappenheimer@teenchallengecc.com](mailto:aappenheimer@teenchallengecc.com).

Only candidates selected for an interview will be contacted.