Deaf Bible Society

Job Description

Job Title: Director of Advancement

Department: Advancement Team

Reports to: CEO & President

DBS Vision: Every Deaf person can experience the Gospel in sign language and participate in its advancement.

Mission: We support Great Commission initiatives to ensure that Sign Language Bible Translations are accelerated, accessible, and absorbed by Deaf people everywhere.

Position Summary

The Director of Advancement is responsible for developing and executing a comprehensive fundraising strategy that advances the mission of Deaf Bible Society. This leader builds authentic relationships with individuals, churches, family foundations, corporations, and ministry partners, inspiring transformational generosity that accelerates sign language Bible translation worldwide.

The Director manages a portfolio of major donors and prospects while leading donor cultivation, solicitation, stewardship, annual giving, planned giving, campaigns, and donor engagement. The Director serves as a trusted ambassador for the organization and collaborates closely with executive leadership.

This role is based out of the office in Tulsa, OK. Willingness to travel 20–30% is required.

Primary Duties and Responsibilities

Portfolio Management & Donor Engagement

- Manage a portfolio of approximately 125–175 qualified donors and prospects
- Develop individualized cultivation, solicitation, and stewardship strategies for each donor relationship
- Conduct regular in-person, virtual, and phone meetings with donors
- Identify, qualify, and cultivate new major gift prospects

Fundraising & Gift Strategy

- Secure annual, major, planned, and campaign gifts in support of DBS's mission
- Prepare compelling proposals, gift agreements, and funding opportunities
- Meet or exceed annual fundraising goals and monitor fundraising pipelines

Stewardship & Storytelling

- Ensure exceptional donor stewardship through personalized communication, recognition, and impact reporting
- Serve as a ministry ambassador through compelling storytelling and donor engagement

Executive Collaboration

- Collaborate with executive leadership on advancement strategy and funding priorities
- Serve as a trusted ambassador for Deaf Bible Society with donors, churches, and ministry partners

Qualifications

Communication and Relationships

- Active and growing faith in Jesus Christ
- Excellent relationship-building and communication skills
- Ability to serve as a trusted ambassador for the organization with donors, churches, and partners

Work Experience and Skills

- Five or more years of successful fundraising or major gift experience
- Demonstrated success securing five- and six-figure gifts
- Proven ability to manage a major donor portfolio and fundraising pipeline

Education and Technology

- Bachelor's degree or equivalent experience
- CRM proficiency; Salesforce preferred

Key Performance Indicators

- Annual fundraising goal achieved (as set and approved with CEO; goal increases each year)
- 120–150 face-to-face donor visits annually
- Portfolio growth and donor retention
- Major gift solicitations and closed gifts
- Pipeline development
- Timely stewardship and CRM compliance

Position Logistic Requirements

- This role is based out of Tulsa, OK
- Full-time, 40 hours per week
- Willingness to travel 20–30% of the time
- Role to serve as primary employment
- Employee benefits include but are not limited to holiday and paid time off, medical, dental, and long- and short-term disability