



Position: Sr Director, Advancement Services
Location: New Orleans LA
Reports to: Chief Advancement Officer
Date: June 8, 2026

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About SBP

SBP is a national nonprofit organization dedicated to helping communities shrink the time between disaster and recovery. We take a holistic approach to disasters by increasing readiness and resilience before they happen, and streamlining rebuilding and long-term recovery after.

- **Building the Way Home for Disaster Survivors:** SBP serves the most vulnerable homeowners in a community impacted by a major disaster through its Recovery Services. These services are currently offered in eight states across the Gulf South, where the risk of major natural disasters is greatest.
- **Building Readiness and Resilience Through Local Partnership:** SBP supports low-capacity, high-risk communities through its Advisory Services, providing training, consulting, and organizational capacity-building through a team of subject-matter experts and Resilience Fellows.

Joining SBP is more than just joining a workforce. It's about contributing to a mission where you can enact real change and make a difference in the lives of people impacted by disasters.

Position Summary:

The Senior Director of Advancement Services will report directly to SBP's Chief Advancement Officer and will provide strategic leadership and oversight for all advancement operations, ensuring systems, processes, and workflows effectively support organizational fundraising goals and long-term scalability. This position will also oversee the departmental infrastructure and strategic coordination that supports frontline fundraising teams, strengthens donor engagement, and improves portfolio accountability across all giving channels. The Senior Director will also lead operations and systems that support high-quality communications, compliance, funder engagement, as well as reporting, fundraising analytics, and impact communications that strengthen organizational decision-making, donor engagement, and leadership visibility into fundraising performance.

Key Responsibilities and Duties

Advancement Operations & CRM Administration

- *Lead and oversee advancement operations, including donor and grant administration, gift processing, tax receipting, CRM governance, and fundraising support systems.*
- *Serve as the organizational lead for Salesforce strategy and optimization, including reporting architecture, automation workflows, integrations, data integrity, user adoption, and long-term system scalability.*
- *Develop and maintain operational policies, procedures, and workflows that strengthen efficiency, transparency, compliance, and cross-functional collaboration across Advancement, Finance, Programs, and Communications.*

- *Establish and maintain standards of practice for gift processing, reporting, moves management, and related advancement operations to ensure consistency, accuracy, and accountability.*
- *Partner closely with Finance to ensure accurate reconciliation, revenue reporting, compliance tracking, audit readiness, and data transparency.*
- *Supervise Advancement Services staff while fostering a collaborative, service-oriented, and data-informed team culture.*

Fundraiser Support, Moves Management & Portfolio Strategy

- *Serve as a strategic operational partner to Advancement Directors and frontline fundraisers across foundation, corporate, major gift, annual giving, and individual giving programs.*
- *Lead moves management and portfolio coordination processes to strengthen pipeline visibility, donor strategy execution, stewardship accountability, and fundraising performance across teams.*
- *Provide fundraising analytics, portfolio reporting, forecasting, and transparent real-time dashboards for frontline fundraisers and leadership, including metrics such as visits, proposal pipelines, and dollars raised, to support strategic planning, campaign management, and organizational decision-making.*
- *Ensure fundraising activity, donor engagement strategies, and next steps are consistently documented, monitored, and aligned with organizational priorities and revenue goals.*

Donor Engagement & Stewardship Operations

- *Oversee donor engagement operations, including stewardship planning, donor acknowledgements, acknowledgment letters, tax receipts, relationship tracking, campaign coordination, donor segmentation, and multi-channel donor pipeline management.*

Institutional Fundraising, Reporting & Impact Communications

- *Oversee the operational infrastructure supporting institutional fundraising, including proposal coordination, grants management, reporting workflows, stewardship deliverables, compliance tracking, and funder communications.*
- *Coordinate cross-functional collaboration and workflows with Programs, Finance, Communications, and Advancement teams to support proposal development, impact reporting, donor communications, and organizational storytelling.*
- *Lead organizational fundraising analytics and reporting, including KPI dashboards, campaign analysis, donor retention metrics, forecasting, pipeline reporting, and executive-level performance insights that communicate organizational impact and fundraising performance.*
- *Translate organizational outcomes and fundraising activity into compelling narratives and actionable strategic insights for leadership, board members, funders, and external stakeholders that support organizational planning, decision-making, and revenue growth.*
- *Partner closely with the Senior Director of Marketing & Communications to align fundraising communications, stewardship messaging, and impact storytelling strategies across the organization.*

Other Duties as Assigned

Requirements and Qualifications

Education: Bachelor's degree required; advanced degree preferred.

Work Experience: Minimum of 10 years of progressively responsible experience in development, sales, and/or related leadership roles, with a record of measurable success. Minimum 3 years of proven experience managing, developing, and mentoring high-performing teams.

Technical Skills and Proficiency: Hands-on experience with CRMs, such as Salesforce or Raiser's Edge

Core Competencies (Soft Skills): Exceptional written, oral, and interpersonal communication skills, with the ability to convey complex issues clearly and persuasively to internal audiences. Strong strategic, analytical, and operational planning skills, including experience using metrics to track performance and results. Highly organized, detail-oriented, and able to manage multiple priorities and deadlines with initiative and accountability. Understanding of general accounting principles and IRS regulations governing charitable contributions.

Special Requirements: SBP Standard - Mandatory checks (e.g., criminal background, drug screening) with the ability to pass a criminal history check to include National Sex Offender Registry, State, and FBI/; US Citizen or ability to work in the United States.

Salary range: \$110,000 - 155,000

SBP is building a team from a broad range of backgrounds.

We love fresh perspectives and we know our teams grow stronger when they include different experiences. We adhere to all relevant employment laws and never discriminate in our hiring. By welcoming people from varied backgrounds, we spark new ideas and are better prepared to support the communities we serve.

SBP is an equal opportunity employer.

We are an equal opportunity employer. All applicants will be considered without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.