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## Advancement Assistant

### Description

The Advancement Assistant will assist in the day-to-day operations of the Advancement team. Specifically, supporting donor development and tracking, as well as coordination of annual fundraising activities. Reports to the Chief Advancement Officer

### Responsibilities

- Work with the Chief Advancement Officer to implement fundraising strategies.
- Support the fundraising plan and tasks for the organization.
- Learn, understand, and maintain Salesforce, MailChimp, MobileCause donor management systems and other systems as needed.
- Perform gift entry, maintain and update donor records and pull reports.
- Draft and send gift acknowledgements, donor correspondence and reporting.
- Work with finance team on gift reconciliation and records management
- Assist in the coordination of special events, donor dinners, and outreach opportunities.
- Assist in the preparation of appeal letters, donor correspondence and other donor communications.
- Work with and support the Communications, Community Engagement, and Service and Volunteerism efforts as part of the whole Advancement team.
- Keep grant tracker and prospect lists updated, upload grant documents on salesforce and the shared drive.
- Assist in the collection of content across the organization via short video clips, pictures, quotes, and stories.
- Assist in the completion of writing projects as assigned for newsletter, website, grant proposals and appeal letters.
- Work with Chief Advancement Officer to develop messaging to current and potential supporters of the organization.
- Other duties as assigned.

### Qualifications

- Strong oral and written communication skills.
- Good organizational skills.
- Project planning and execution (definite project, develop appropriate work plans, drive projects to successful completion).
- Attention to detail and strong logical reasoning.
- Adaptable to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.
- Excels at operating in a fast paced, community environment.

### Job Benefits

This is a full-time, position with an annual salary range from \$32,000 – \$33,500. Average work hours will be between 9:00am – 5:00pm per week. This position is eligible for employer paid benefits including life and disability insurance.

### Industry

Advancement

### Employment Type

Full Time

