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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

Industry

Advancement

Employment Type

Full Time

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.

