

Position Title: Advancement Associate
Date Posted: 1/11/2019
Department: Advancement
Reports to: Advancement Director
FLSA Classification: Exempt
Type of Position: Part-time or Full-time
Hours: 24 – 40 hours/week, flexible and remote-opportunities



GENERAL DESCRIPTION

The Advancement Associate works as a member of the Advancement team with primary responsibility to coordinate the day-to-day tasks needed to cultivate, identify, acknowledge and steward contributed revenue donors in support of annual operations for the Children's Science Center. The Associate reports to the Advancement Director, is an active member of the Advancement team and works collaboratively with members of the Administrative, Experience, Communications, and Finance departments in service to our mission.

SPECIFIC JOB RESPONSIBILITIES

- Primarily responsible for:
 - Processing all pledge/gift entry and reconciliation for contributed revenue donations through Altru database;
 - Tracking and coordinating team solicitation strategies for Individual giving (pledge donors, renewing/retaining one-time donors and acquiring new donors);
 - Writing and managing regular donor correspondence (pledge reminders, invoices, acknowledgements, etc);
 - Analyzing donor, prospect and other constituent data via database queries;
 - Managing donor and prospect tracking in Altru database and Microsoft Excel spreadsheets;
 - Assisting Advancement Manager with donor/prospect event coordination and implementation;
 - Working with Communications team to develop electronic and print materials for donors and prospects including newsletters, event programs, brochures, annual report and other materials as needed;
 - Coordinating annual audit process needs with team and Finance department;
 - Assisting Advancement Director and Advancement Manager in coordinating information and activities of the Board External Affairs Committee and volunteer Imagine Team.
- Participates as an integral member of Advancement team to maintain/grow Center's fundraising including:
 - Budget review and setting of Advancement goals;
 - Maintaining a calendar of events, solicitation strategies and activities;
 - Working with volunteers and/or consultants;
 - Managing, maintaining and utilizing technology to simplify work process and be efficient in donor communications and tracking; and
 - Building strong relationships with current and future donors.
- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

REQUIRED QUALIFICATIONS

- 1-3 years' experience working in a nonprofit Advancement office, knowledge of Blackbaud systems is a plus.
- Knowledge of Advancement processes to acquire, cultivate and steward donors.
- Understanding of technology needs for Advancement office functions including database tracking/reporting, research, email marketing, social media and online giving communications.
- Experience in developing constituent relationships; including providing excellent customer service.
- Bachelor's degree preferred.

IDEAL PROFESSIONAL CHARACTERISTICS

- Strong relationship skills and excellent written and verbal communication skills.
- Strong organizational skills with emphasis on attention to details.
- Demonstrated ability to forge mutually respectful, trusting, and effective relationships with a diverse group.
- Demonstrated success as a team builder who can contribute to a positive and effective work environment.
- Comfortable and up-to-date with current technology.

PERSONAL CHARACTERISTICS

- Be a passionate advocate for hands-on STEM learning, personally and professionally committed to the Children's Science Center mission, objectives and programs.
- Be a persuasive and articulate communicator who is able to connect with a broad spectrum of people in a meaningful way.
- Able to energize and engage potential supporters.
- Emotionally mature, with a sense of humor to maintain balance and perspective.

Successful completion of a criminal background check. Successful completion of a national background check and drug screening may also be required.

PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

Frequently required to:

- Speak and hear;
- Stand upright and/or walk on feet for up to five (5) hours at a time;
- Sit for up to five (5) hours at a time;
- Use hands and digits to manipulate, handle, and feel.

Occasionally required to:

- Perform repetitive motions;
- Use eye, hand, and foot coordination.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Advancement Associate encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the responsibilities of the job, the employee is required to utilize computers and associated technology for long periods of time. The noise level in the work environment is typically low to moderate.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Advancement Associate position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.