

Job Title: Advancement Associate
Department: Advancement
FLSA: Exempt
Date Revised: January 2016



General Summary: The Advancement Associate is an integral part of the advancement and organizational operations for the Jesuit Volunteer Corps. The Advancement Associate will be responsible for clerical, logistical, and support functions within the department and for the president and board of directors. The position requires both a high level of professionalism and courtesy in working with stakeholders as well as a highly detail-oriented approach to data collection and entry. The position will also include coordination of some fundraising initiatives.

Accountability: Reports to Director of Advancement

Principal Duties and Responsibilities

Donor Acknowledgement and Direct Mail Campaigns – 40% of time

- Open mail with Office Manager and process donations per established procedures
- Accurate and timely data entry of all gifts
- Process all letters and correspondence pertaining to donor acknowledgement
- Assist donors in pleasant and professional manner with all inquiries
- Run, format, and provide contact and donation reports upon request in support of Advancement department
- Assist with implementation of direct mail campaigns

Executive Support – 30% of time

- Provide administrative support for president
- Serve as administrative liaison to the board of directors
- Coordinate logistics for and attend meetings of the board of directors
- Coordinate travel for President and Advancement Department staff
- Schedule and take minutes for leadership meetings

Fundraising Initiatives – 15% of time

- Coordinate the parish mission appeal program including applications to archdioceses, scheduling of events, and speaker solicitation
- Coordinate the application process and deadline tracking for the combined federal campaign and state employee charitable campaigns
- Assist with the logistics for fundraising events including mailings, RSVPs, and inquiries

Departmental tasks – 15% of time

- Order printed materials such as stationery and recruitment supplies for the organization
- Liaison with Former Jesuit Volunteers (alumni) to ensure accurate contact information and communications
- Make any needed updates to contact information in database
- Participate as team member in offering suggestions for improvement of department functions
- Provide clerical support to all members of the department as needed
- Perform other duties as needed and assigned

Requirements

Experience

- At least 2-3 years' office work experience, preferably with a non-profit organization
- Experience with fundraising a plus

Education

- Bachelor's degree, preferably in marketing, communications, business, or nonprofit management

Knowledge and Abilities

- Commitment to overall mission of the organization required; familiarity with JVC a plus
- Good interpersonal skills
- Professionalism and courtesy in relations with a variety of stakeholders
- Ability to multi-task and work both individually and as part of a team
- Strong written and oral communication skills
- Resourceful, enterprising, and creative
- Project management skills and strong initiative
- Ability to maintain confidentiality of information

Technology

- Strong proficiency in Microsoft Word and Excel
- Strong proficiency in Microsoft Outlook and internet-based applications
- Intermediate experience with a fundraising database system, such as e-Tapestry, Raiser's Edge, etc.

Working Conditions

- Typical work day of 9 am – 5 pm, Overnight travel required 4 – 8 times per year.
- Large amounts of office work; must have the physical ability to sit and stand for long periods of time and perform daily activities from a desk and must be able to operate a desktop computer and other standard office equipment
- Given office layout, the ability to climb two flights of stairs several times a day

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

As an inclusive community that continues to actively work towards being an anti-racist organization, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.