

POSITION DESCRIPTION



Title: Advancement Officer

Department:

Status: Resource Development

Exemption:

Exempt

Reports To:

Manager of Individual Giving
& Special Events

Last Revised:

October 27, 2020

Position Summary:

Assists in implementing strategies for cultivation, solicitation, and stewardship that will grow revenue from online giving campaigns. This includes social media, crowdfunding, and peer-to-peer fundraising campaigns. This position will serve as the agency liaison to the Emerging Leaders Auxiliary Board, oversee all corporate volunteer projects, assist with all special events, conduct agency tours, and submit grant proposals.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

1. Coordinates all crowdfunding/on-line/social media fundraising campaigns in collaboration with the organization's marketing department. Responsible for creating their themes, graphic design and text along with establishing and reaching their revenue goals.
2. Manages all activities for Week of Hope event including the networking reception, health expo and community forum. Responsible for fully coordinating all aspects of the event including creating and submitting funding proposals, writing thank you letters and establishing and reaching revenue goals.
3. Supports the Individual Giving and Special Events manager in the planning aspect of the Annual Awards Dinner along with fulfilling all of the day and evening of the event assignments.
4. Serves as the liaison for the Emerging Leaders Auxiliary Board. Responsibilities include interviewing potential members, orienting new members, scheduling

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regular meetings, providing agendas for meetings, serving as the main point of contact, and assisting each member reach their fundraising goals.

5. Manages all corporate volunteer groups and is responsible for creating a follow-up and cultivation plan for each group.
6. Assists in conducting agency tours for current donors and donor prospects, corporations, government agencies, government officials, service clubs, individuals, etc.
7. Identifies small grant opportunities and submits those proposals.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

1. Demonstrates a career interest in development and annual giving, with a commitment to professional improvement over time and a willingness to learn and grow in the field.
2. Knowledge of basic fundraising techniques and strategies.
3. Knowledge of the fundamentals to annual giving including direct mail/on-line/social media campaigns, on-line giving, volunteer management and special event planning.
4. Familiar with fundraising data bases or the ability to adapt quickly to such systems.
5. Excellent communication skills both oral and written.
6. Will require some weekends and evenings.
7. Represent agency at outside functions including making presentations.
8. Must have reliable means for transportation.

Giving and Special Events Duties:

1. Research new prospects and develop outreach strategies to engage potential donors,
2. Develop and implement goals, objectives, and ongoing evaluations for the volunteer program.
3. Lead ELAB meetings.
4. Participate in the development of strategic volunteer and event outcomes.
5. Maintain, update, administer, and review policies and procedures, which guide the volunteer programs and services, including screening and placement standards.
6. Actively engage individuals and corporate affinity groups for volunteer assignments at Casa Central.

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7. Develop volunteer-to-donor and donor-to-volunteer initiatives. Aim to increase individual donations from volunteers as appropriate.
8. Develop and administer forms and records to document volunteer activities. Ensure all information is recorded in Raiser's Edge for report generation and analysis.
9. In collaboration with President and Vice President of Advancement, develop event goals, budgets, and committees for special events.
10. Coordinate and monitor event timelines and ensure all deadlines are met.
11. Serve as liaison with site and other vendors on event related matters.
12. Coordinate efforts with the organization's Director of Marketing to produce save-the-dates, invitations, and other collateral materials related to events.
13. Maintain accurate and up-to-date records and files for all event activities and revenue.
14. Other duties as assigned by the agency President and Vice President of Advancement.

Education/Experience:

1. Bachelor's Degree preferable in nonprofit administration/management or within a related area of study but at minimum must have a B.A.
2. Minimum of one (1) year of experience in a nonprofit organization's Fundraising/Development Office and/or as a volunteer.
3. Must be highly computer literate, with capable use of Microsoft Office (particularly Word and Excel) and have some experience with complex databases and electronic data manipulation.
4. Be able to demonstrate superior interpersonal skills and ability to manage relationships and multiple tasks with ease and be energetic, intellectually curious and a good listener.
5. Must have a strong customer service orientation and creating a donor and volunteer friendly environment in a complex setting.
6. Must possess superior organizational skills as well as acumen for numbers.
7. Should be equally capable of working independently and as part of a team.
8. Excellent written and verbal communication skills.
9. Ability to juggle multiple priorities with initiative, proficiency, good humor and diplomacy is essential.

Language Skills:

Excellent writing and editing skills required. Ability to effectively present written and oral information. Bilingual/Bicultural in English and Spanish preferred.

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Proficient with Microsoft Office. Excel required, PowerPoint and social media platforms. Experience with Raiser's Edge database preferred or similar fundraising database.

Mathematical Skills:

Basic skills as needed to work with fiscal matters, budgets, and expense reports.

Operating Environment and Working Relationships:

Works cooperatively with all program directors, department supervisors, volunteers and other community organizations as needed.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to active, to sit, talk and hear. The employee is frequently required to use hands. Must be able to lift and carry 25lbs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at

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this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado:

Date/ Fecha: _____