



POSITION DESCRIPTION

Advancement Officer	
Department: Advancement	Status: Regular Full-time, Exempt
Reports to: VP of Advancement, Director of Advancement	Last Reviewed: January 2023
Titles reporting to this role: None	Next Review Date: March 2023

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 (ELAB), oversee all corporate volunteer projects, assist with all special events, conduct agency tours, and submit grant proposals.

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Marketing and Fundraising Campaigns

Collaborate with the marketing department in executing fundraising campaigns from the development of goals and strategies to the achievement of revenue goals. This would be achieved through fundraising campaigns. Additionally, communicate with vendors in order to choose the best combination of quality and cost as well as interacting with new potential members, corporate volunteer groups, current/prospects donors, etc. Lastly, identify small grant opportunities and report any outcomes.

Special Events Duties

Support the Special Event Coordinator with the logistics of event gatherings as well as developing goals and strategies. Additionally, communicate with vendors in order to choose the best combination of quality and cost while coordinating budget planning to stay within the cost projections. Ultimately, present reports and outcomes to determine how future events could improve. Including brief post Gala event guest survey for attendees.

Volunteer Program and Emerging Leaders Auxiliary Board

Responsible for the execution and coordinating of all aspects of the volunteer program, such as onboarding, developing goals, evaluations, and tracking activities and donations. In addition, serve as the liaison for the Emerging Leaders Auxiliary Board (ELAB). Responsibilities include interviewing potential members, orienting new members, scheduling/planning regular meetings, providing agendas for meetings, serving as the main point of contact, and assisting each member reach their fundraising goals

Fundraising Strategies

Under the supervision of the VP of Advancement and Director of Advancement, develop fundraising strategies and coordinate all crowdfunding/on-line/social media fundraising campaigns in collaboration with the organization's marketing department. Responsible for creating their themes, developing graphic design theme with Marketing, developing written content, along with establishing and reaching their revenue goals.

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to pre-employment screening that includes a medical, lift and drug and alcohol screening, as well as aptitude and skills' testing, where applicable.

Education/Experience:

Bachelor's Degree preferable in nonprofit administration/management or within a related area of study but at minimum must have a B.A.

Minimum of one (1) year of experience in a nonprofit organization's Fundraising/Development Office and/or as a volunteer.

Language Skills:

Bilingual Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Proficient with Microsoft Office. Excel required, PowerPoint and social media platforms. Experience with Blackbaud 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 sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 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 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: _____

